"If you have beauty I will take it
If you have none I will make it"

[Photographer]

"If your speech has beauty I will take it verbatim
If it has none, I will edit it into one"

[Phonographer]

Phonographic Materials

Straight Strokes
Dot Signs
Angular Signs
Circles (Small & Large)
Hooks (Small & Large)
Half-length Strokes
Phraseograms
Logograms

Curved Strokes
Dash Signs
Semi-circles
Loops (Small & Large)
Alternative Forms
Double-length Strokes
Contractions
Intersections

Main Principles Governing the Selection of Outlines

Balance
Lineality
Angularity
Analogy
Vowel Indication
Vocalization

Similar Motion
Distinction
Derivation
Juxtaposition
Forward Motion
Avoidance of Awkward Formation

PREFACE

The present volume, which is considered to be a companion to the Pitman's Shorthand Instructor, embodies the result of my forty years teaching experience. The book has been revised and brought up-to-date for the benefit of the present and prospective junior and senior candidates preparing for the public examination. The book is also designed to guide those who are about to begin the study of Pitman's Shorthand.

The chapters have been arranged, as far as possible, on the basis of Comparison and Contrast. Frequency has been the major consideration in dealing with the alternative forms for R, H, L and Sh which are explained in four consecutive chapters following the chapter on Joined Consonants. In order to test the knowledge of candidates at every step, questions set for the public examinations have been given at the end of every chapter in addition to the Test Papers on the Principles of Phonography.

I earnestly hope that this book will be of some service not only for beginners but also for advanced students.

In this connection, I desire to express my sincere thanks to the Proprietor and his colleagues, Sree Vishnu Power Press, Santhepet, Mysore, for their unique co-operation with me in bringing out this volume as speedily as possible.

The Bright College of
Commerce, Mysore. K. Seetharamarao.

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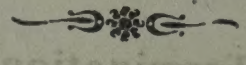


A FEW EXPERT OPINIONS

Mr. Seetharama Rao has brought out a compendium primarily for the benefit of shorthand students giving a gist of the principles embodied in each chapter of the Instructor..... I am sure it will prove very beneficial to the students after they have completed their portions in the class.

Mr. N. DEVARAO, B. A.,
Chief Reporter to Government.

We have read the booklet "THE RAPID SHORTHAND READER" and consider that it should prove useful to writers of Pitman's Shorthand and to students of system.

Sir ISAAC PITMAN & SONS Ltd.,
Kingsway, LONDON. W. C. 2.

Students of Shorthand ought to be indebted to Mr. Seetharama Rao for his useful publication on the Principles of Phonography. Being the teacher of the subject, he has tried his best to facilitate the revision work of students of Pitman's Shorthand by a carefully prepared summary of the main principles. Further the addition of a few general chapters at the beginning and the selected questions at the end of the compendium must make this guide more than a mere "Cram-Book" for examination candidates.

Mr. B. R. Subbarao, M. A., D. Com.

THE RAPID SHORTHAND READER compiled by Mr. K. Seetharama Rao, will undoubtedly help the student of Shorthand to master the Art of Phonography. The author has made a detailed study of several valuable and authoritative books on Pitman's Shorthand and the student cannot but profit by a study of this little brochure. It is a very good supplement to the textbook on Pitman's Shorthand as it not only contains many time-saving hints for the speed aspirants but also a brief summary of the main principles of shorthand for purposes of easy reference and speedy revision.

Mr. K. Narasimha Iyengar, B. A.,

Assistant Secretary to H. H. the Maharaja of Mysore.

THE RAPID SHORTHAND READER

The above is a pressure on the principles of Phonography by Mr. K. Seetharama Rao, B. A., a certian teacher of Pitman's Shorthand at Mysore, S. India. It covers the whole course and condenses its principles in a remarkably short compass. When to use a particular devise can be easily answered with the aid of the Instructor but when not to use it has been summarised and illustrated well in Mr. Rao's book. Its arrangement of the material, its leading examples and the questions added at the end from various sources make the book a useful opening to the Instructor.

"Indian Phonographer,"

The monthly organ of the Punjab Shorthand Writers' Association, Lahore.

A WORD OF ADVICE

Shorthand is a winged Art which involves the speedy operation of the Mind and Body in the process of recording the human speech and the very object of your learning Shorthand would be frustrated if these two agencies are not properly co-ordinated. It is therefore nccessary that you should, first of all, educate your Mind and Body. Shorthand is not a Democratic Art. "To be or not to be a competent shorthand writer" is a simple question which can be solved by yourself.

As the system is phonetic, your initial task is to make a mental analysis of words into phonetic elements and give them a visual expression by the judicious employment of the alphabetical strokes and the speed expedients devised in the system. Do this as expeditiously as possible by summoning your powers of analysis, retention, comparison imagination, discrimination and judgment. When you are confronted with such questions as "Shall it be downward R or upward R in the words "Ramanuja and Theorem" proceed in a syllogistic process ; thus,

Consideration of the general rule :	Major Premises.
Application of the rule :	Minor Premises.
Decision to apply or not :	Conclusion.

—: ILLUSTRATION :—

R bends before M :	Major Premises.
R precedes M in Ramanuja	Minor Premises.
R must be written downward :	Conclusion.

Do not be obsessed with the view that all that are expounded in the system are inviolable like Natural Laws. You should take cognizance of the fact that Pitman's Shorthand has established its world-wide reputation not only in respect of speed but also legibility. Considering the aspect of legibility, the writing of downward R in "Theorem" doubtless impairs the legibility of the outline. Upward R is therefore employed before M in "Theorem". It is obvious from an instance of this kind that legibility claims precedence over all other considerations.

Dexterity in Shorthand writing presupposes the healthy condition of the Mind and body. Remember what the Duke of Wellington remarked when he was looking at the boys playing in the field of Eton: "It was there that the Battle of Waterloo was won". You must always endeavour to rejuvenate your system by taking fresh air and nutritious food.

Educate your ears as you are concerned with sounds in shorthand and also improve your power of concentration Without concentration your work will be futile.

Your efforts should meet with success if you strictly adhere to the triple P's of Shorthand Viz., Persistence, Practice and Perseverance. Do not be dismayed at your failure in realising your ambition. Perseverance and pertinacity will overcome even mountains. Just as birds build their nests straw by straw, you must attain your speed little by little. Do not aim for progress in shorthand to come all in a sudden. Shorthand is not like Allaudin's Wonderful Lamp, which takes you either to Heaven or Earth without any struggle on your part, The

harder the struggle, the greater the prize. Do not be impatient like an unwise painter who lays one colour upon another, which would run into each other and spoil the whole design. If you are really a speed aspirant, work well and wait for the result.

If you wish to become a successful practitioner of the Art, you must at least know something of all things. Learn Shorthand not as a commercial means of securing an entrance into an Office but as an item of culture.

Do not be under the impression that high speed in shorthand is attained by the copious application of phraseograms. Rid yourself of this phraseographic mania which is a stumbling block to high speed and easy transcription.

Never overdo your repetition practice; for it only creates in you a false sense of confidence in your speed ability.

Your ambition to gain high speed must be subordinated to the correct transcription of notes, in which you should aim for cent per cent of accuracy and neatness of execution, which alone is the criterion to judge your speed ability in shorthand. While transcribing, do not turn "mighty acts" into "mighty cats" and "returned a blow with an axe" into "returned a blow with a kiss" An American shorthand clerk took down a note of his wife's instructions thus: "Be sure to remember to bring home some castile soap", but he returned home with a tin of "Ox-tail soup". You can avoid such amusing blunders

by a careful vocalization of outlines containing the same consonantal structure. Punctuate the passage to the best of your ability so as to bring out the correct sense. A telegram was once sent to a Jail Superintendent stating "Hang him (;) not let him go". The Superintendent interpreted it as "Hang him not ; let him go" and so the prisoner was set free. Your misspelling, irrelevent construction of sentences improper substitution and incorrect division of paragraphs are tangible proofs of your deficiency and with this poor equipment you are liable to meet with disappointment as against your appointment in any walk of life.

Systematically "Read, copy and transcribe" the printed and lithographed shorthand found in Phonographic Magazines and this portion of work is indispensable, as you can improve your outlines and your transcribing abilities. Never write indifferent and flimsy outlines in your anxiety to gain speed.

Vocabulary is your stock-in-trade. It is therefore necesary that you should systematically study standard literature, newspapers and other periodicals and store your mental granary with words and phrases.

Do not belittle your efforts in rectifying errors however minute they are, especiallythos e that pertain to your outfits nameiy a good phono pencil and a good shorthand note book. Your correct posture and the position of your hands while writing must be properly attended to. Your slow progress in speed may also be attributed to your negligence to set right these minor defects. Seek to know your material beforehand like a wise craftsman.

Your failure to reach the mark may be mostly due to your half-baked knowledge of the Principles of Phonography. I am sure you can surmount your difficulty in gaining high speed if you take pains to acquire, first of all, a thorough mastery over principles. In this connection I should like to convince you about the importance of this aspect of your study by quoting a few words from E. D. Smith's Guide to High Speed writing in Pitman's Shorthand : ".....Saying that we are speed students, we have come for speed practice and not for discussion of rules, is a stupid and short-sighted attitude..... Without the knowledge of the Cash Book and the Ledger, no one can call himself or herself an efficient Book-Keeper".

Always bear in mind that theory without plenty of practice never made a musician or an artist or even a footballer and it will not make a shorthand writer. Speed practice will not make you perfect if your knowledge of theory is weak.

Make new acquaintance with persons knowing shorthand. It would be very healthy for you if you move in the phonographic atmosphere rather than keeping yourself in isolation. Team work in shorthand fosters emulation and enthusiasm.

Above all, do not, even for a moment, think that shorthand is meant for a favoured few and that is not accessible to you at all. Believe me that, even with your ordinary intelligence, you can accomplish wonderful results provided you work with a willing mind. Do not

believe in LUCK like a fatalist; believe in CAUSE and EFFECT like a strong man.

Do not imagine that there is no improvement in your work. Do not be disheartened in case you fail in your attempt to reach the mark. Remember that sucess is achieved bv "hit and miss" process. "Welcome therefore each rebuff and neither sit nor stand but go-"

I have told you enough and it is up to you to build up the framework of your study on the basis of my few suggestions. I close my words of advice by placing before you the key-note of success expressed by an eminent author in the following lines:

"If you wish in this world to advance,
Your merits you are bound to enhance,
you must stir it and stump it,
And blow your own trumpet,
Or' trust me, you haven't a chance".

THE AUTHOR.

CHAPTER I

PHONETIC ALPHABETS

The term PHONOGRAPHY means writing by sound. The phonetic basis is one of the distinctive features of Pitman's Shorthand.

Shorthand or Phonography may be defined as "a system of exhibiting speech on paper, by signs closely approximating to simplicity of the sounds they represent the representation of every sound and articulation that occurs in the English Language by a simple and easily formed sign, which will readily enter into every combination required and which is never used to represent more than that one sound or articulation".

The Phonetic Alphabets claim superiority over the Romanic Alphabets, which are defective, redundant and inconsistent. A perfect alphabet would fulfil two conditions: (1) Every simple or elementary sound would have a separate letter. (2) No simple or elementary sound would have more than one sign. The English Alphabets when tested, fail to satisfy the requirements of a perfect alphabet. There are only five letters to represent the simple vowel sounds in the language and there are no separate letters to represent the sounds of *sh, zh, th, Th, wh* and *ng*. Hence, the language has recourse to various shifts to make up this deficiency. The same letter is employed to represent dffferent sounds; thus, *s* has one sound in *say* another in *shock*, a third in *mansion*, a forth in *measure* and no sound at all in *isle*. The word *goal* and *gaol* have a common

alphabet viz., *g:* but it has a different sound in each case. The want of consistency in English spelling is astonishing. In the word *fate, laid, rein, say, pray, gauge, break* and *gaol*, the sound given to the letter *a* in *fate,* varies from word to word. The language does not provide separate signs to indicate whether a vowel is short or long. The consonant is doubled for short vowels as in *matter, better, copper* and the vowel is doubled for short vowels as in *meet, bone* or the mute *e* is put at the end of the word as in *gate* and *stone.*

Of the 26 alphabets in the language *c, j, q* and *x* may be rejected as their sounds can be represented even without them ; thus,

C. Cat City Special
Kat Sity Speshal

J. This is a Compound of d and zh.
Jest is the same as d+zh+est.

Q. This is always written with a u after it.
In quay it has the sound of k and in queen it has the sound of k+w.

X. This is a compound of k and s or g and :z
box : bo+k+s, exert : e+g+z+ert.

The total number of the existing alphabets may thus be reduced to 22 only which are required to satisfy the demands of the 36 broad typical sounds of the English language.

The Phonetic Alphabets are constructed on a rational and scientific basis. There is no sign that is superfluous and the available signs are quite sufficient

to represent all the elementary sounds of the language. Every simple sound has a separate sign and no simple or elementary sound has more than one sign. The consonants and vowels are separately dealt with on the basis of their *sound* production. The strokes are written thin or thick according as the sound is light or heavy and a close correspondence is established between sound and sign by the employment of the thin and thick strokes. The strokes are perfect in their construction and quite consistent with the Laws of Human Speech. "The Pitmanic Alphabets" in the words of Max-Muller "comprehend the 36 broad typical sounds of the English Language and assign to each a definite sign...English can be written rationally and read easily with the Pitmanic Alpnabets".

QUESTION

Define the term PHONOGRAPHY and briefly discuss the topic "PHONETIC ALPHABETS" versus "ENGLISH ALPHABETS"

CHAPTER II

TRIO OF MNEMONICS

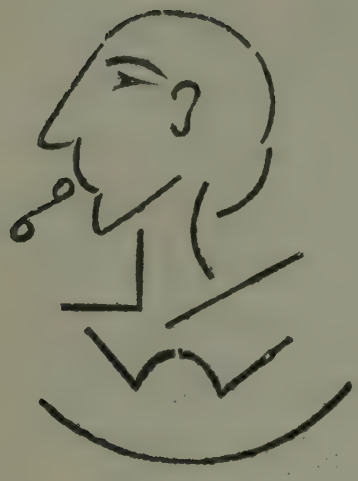


Diagram A

Diagram B

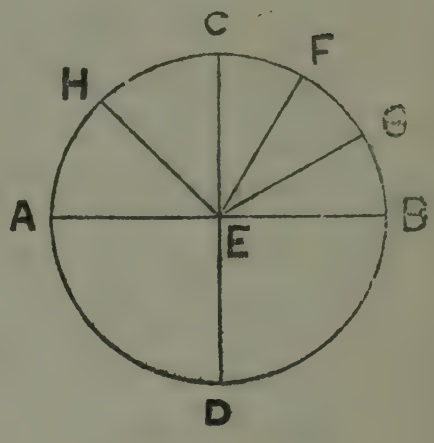


Diagram C

These triple memory-aids are designed to enable the novices to comprehend the alphabetical strokes in a simlpe process and to reproduce them without any mental or manual hesitation.

The Trio of Mnemonics is a fascinating revelation of one of the fundamental characteristics of Pitman's Shorthand, namely its extreme elasticity and simplicity by virtue of which the system has found many votaries all the world over.

The diagram B typifies a goblet with a tea-spoon inside, which is intended to demonstrate the two motions in which the curved strokes are written, Viz., "Stir Your Tea Motion" and "The Extra Sweet Motion".

The diagram C consisting of all the straight and curved strokes except the derivatives of 'Ray' is constructed by dividing the circle into two halves and bisecting the diameter at E. Bisect the right angles CEA and CEB. Draw an angle of 30° at E.

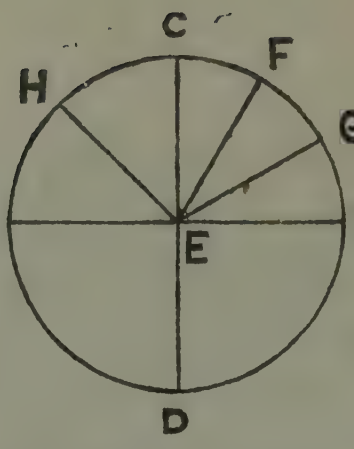
It is interesting to note that the Pitmanic curves, when judiciously and artistically joined, constitute a circle (diagram C) which is considered to be a most important abbreviation from the phonographic point of view.

Both the Cigar (diagram A) and the Tea-spoon (diagram B) indicate the duplicate forms of the Aspirate H.

Note :

A slight deviation may be noticed in respect of the size add shading of strokes and the learners are required to adhere to the correct size, shape, shading, angles and directions of the strokes.

CHAPTER III ALPHABETS



Directions	Signs	Consonants	Sound-Names	As Sounded in
H E		P	Pee	Pitman
		B	Bee	Bright
C E		T	Tee	Timothy
		D	Dee	Divinity
F E		Ch	Chay	CHapel
		J	Jay	Jubilee
E G		R	Ray	Reform
		W	Way	Wotton
		Y	Yay	New York
		H	Hay	Mary Holgate
E B		K	Kay	Kingston
		G	Gay	Gandhi
A C		L	El	Lansdown
C B		R	Ar	Walker
A C B		M	EM	Musician
A D		F	Ef	PHhonography
		V	Vee	Vegetarian
B D		Sh	Ish	SHorthand
		Zh	Zhee	Measure
A D B		N	EN	Inventor
		Ng	Ing	English
C A D		th	Ith	Bath
		Th	THee	WorTHy
C B D		S	Ess	Spelling
		Z	Zee	ISaac

CHAPTER IV

CLASSIFICATION OF STROKES

The Alphabets consist of straight lines and curved forms, which are divided into six groups according to their articulation : thus

Exlodents

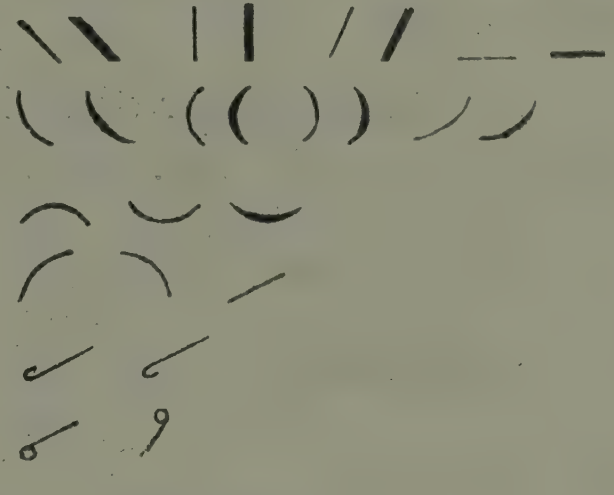
Continuants

Nasals

Liquids

Coalescents

Aspirate

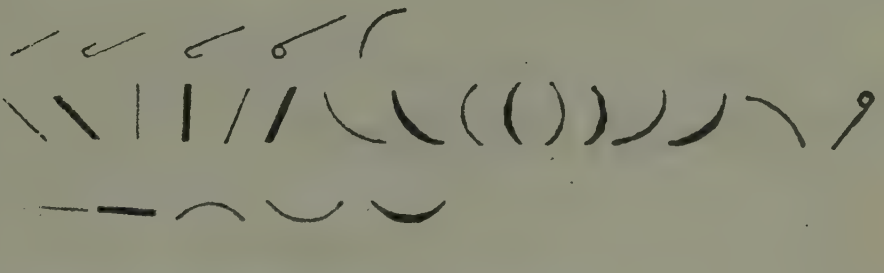


The strokes are written in three directions, namely

Upward
5 strokes

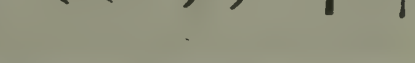
Downward
16 strokes

Horizontally
5 strokes



L is the only upstroke among curves.

Most of the strokes are written from left to right, i. e., in the forward direction, which is preferred in rapid writing.

Six strokes are perpendicular. 

Only R and H have duplicate signs written upward or downward.

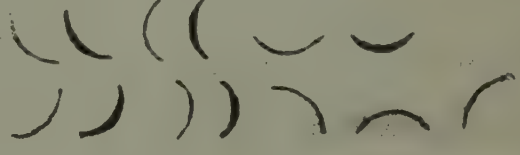
All thick strokes except g and ng are downstrokes. Sixteen strokes are paired into eight, of which 8 strokes represent the heavy sounds.

The strokes w, y and h are written with a double inflexion of the pen on account of their initial appendages.

The Curves are written with the clock-wise motion and anti-clockwise motion ; thus.

Left Curves

Right Curves



QUESTION

(1970) Into how many groups are the consonants divided ? Name them.

What is a Consonant ? Mention the characteristics of Consonants in Shorthand.

CHAPTER V

JOINED CONSONANTS

As spelling is no guide to pronunciation ***write what you hear and not what you see.*** Write the strokes in the order in which the sounds occur, bearing in mind that you should strictly maintain the correct shape, size, angle and direction of every stroke. Do not lift the

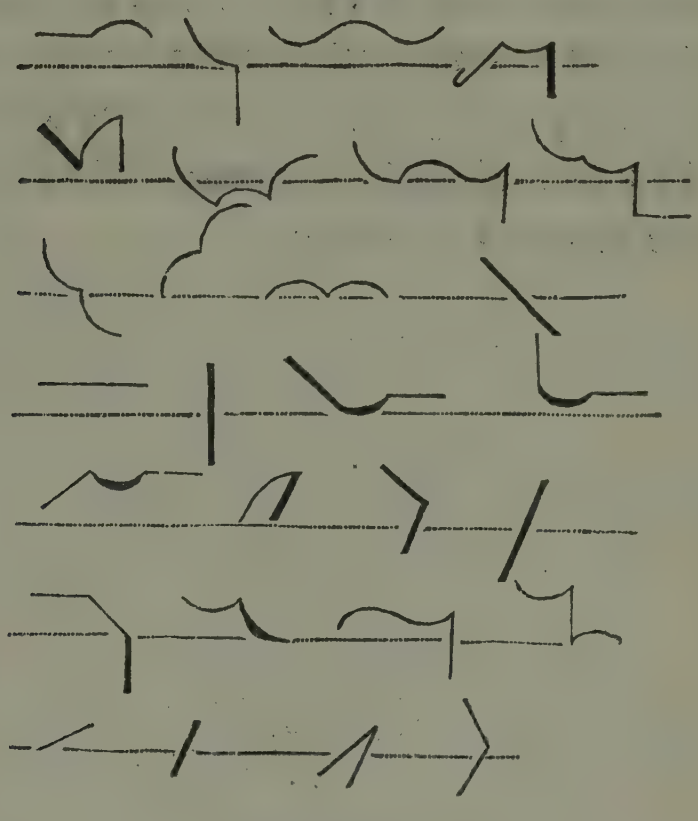
hand till you complete the outline. Do not show any deviation between two straight strokes running in the same direction. Write the strokes ng and k in words ending with nk and suppress medial d before j. Thicken the curves only in the centre tapering at the two extremities. Keep the horizontal stroke above the line when it is immediately followed by a downstroke.

Note: Upward R and its derivatives (W, y and upward H) retain their angles (30°) when standing alone. Ch and R (Up) are easily distinguished when they stand alone. When they are joined to other strokes they are distinguished by the direction in which they are written and not by the amount of slope.

ILLUSTRATIONS

Calm	Photo	Pneumonia	Window
Ability	female	effiminate	fanatic
Five	lull	memo	baby
Cock	Dado	bunk	tank
Rank	lodge	badge	judge
Copied	navy	minute	anatomy
Ray	Jew	rich	patch

Key



Exercise 1

(Explodents: P, B, T, D Ch, J, K, G)

Write in shorthand :—

pack pad deep pitch cheap chalk baby
cook poet poetic gauge tip-top cooked code
duke cube cubic beauty tube type deputy
peacock talk bag baggage

Exercise 2

(Nasal Consonants M, N, Ng)

calm mock comic palm pony chimney tiny naughty epitomy bottom doing being changing atomic autonomy anatomy Monday tonic money nominee nominate dominate indemnity academy academic county king kingdom mono-mania Canada memo picnic intake anybody bank tank pink ink monk panic dynamic Punjab among mango monkey to-night

Exercise 3

(Continuants : F, V, th, TH, S, Z Sh, Zh)

Folk coffee fade fame photo fetch cavity beneath bevy path myth escape oat vote busy shady shabby shame shape shock showed vanity navigate knife navy bush zenith defying vague fifty effiminate codify vanity pathetic aesthetic toothache daisy faith Gandhi fifth zinc

Exercise 4

(Liquid Consonant : L)

lobby below luck luckily ill-luck ability pathology Etymology automobile guilty padlock lively gallop detail mailing belong apology tamil Biology Zoology Geology taluk delayed collide Italy mileage milky calmly lodge lounge logic longing likely pendulum fellowship village involve dialogue envelope family cocktail dilemma linking Lalaji Lalbagh monopoly saw-mill ship-load unassailed

indulging minutely life-long life-buoy fallacy Zulu abolish polish catholic

Exercise 5

(Liquid Consonant : R)

Note Use downward R :

alarm Ramanuja early earlier follower arabic miller tabular car caloric lore allure alarming Kashmir

(Use upward R)

Row rub rocky rally revenge robbery rupee rubbish fairy range bureau Mirza zero

Exercise 6

(Coalescents : W and Y, Aspirate H

(Use upward H)

Watch Wedding-cake wing weighty weightily weed yellow yellowish many wedge youth haughty hanging headiong headway honey happy happily hindu heath unheeding

CHAPTER VI

USE OF R

Upward R is written

When R is followed by a vowel

When R is immediately followed by t, d, ch, j, th Th, s or z

After two downstrokes the second of which is not f or v

When R is joined to any straight upstroke

In words like mark, bark and park
In distinguishing outlines

After the Stroke th

Downward R is written

When the initial R is preceded by a vowel and not followed by t, d, ch. j, th, TH, s, z or any straight upstroke

When R precedes M (Exception : Theorem)

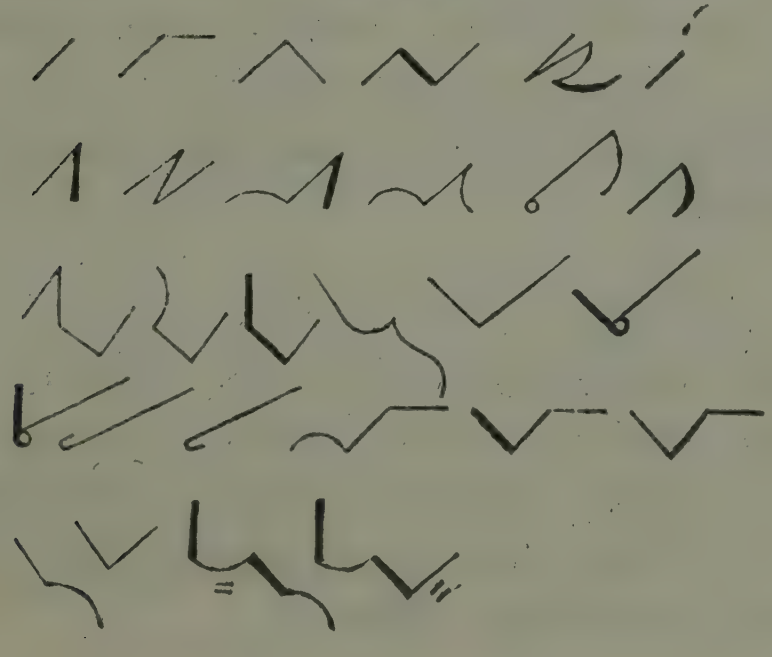
After two descending strokes the second of which is f or v

When R is the final sound, subject to the condition that R is not immediately preceded by any straight up-stroke or preceded by two downstrokes.

ILLUSTRATIONS

Row Rocky Rupee Robbery Cherishing Rally
Arrayed archery emerge mirth heresy rosy
Rate-payer aspire debar pinafore uproar abhor
Adhere aware yore mark bark park
poor pure Dunbar Edinburgh

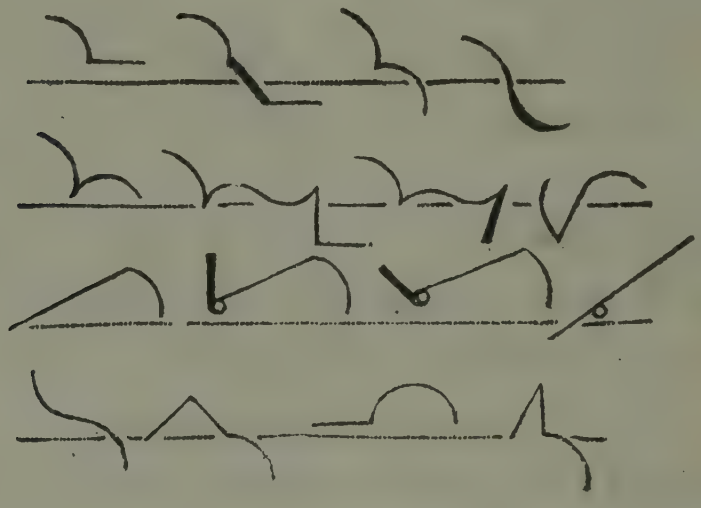
Key



ILLUSTRATIONS

Arc	Arabic	arrear	arrive
Army	romantic	Ramanuja	theorem
Rarer	adherer	abhorer	rehear
Affair	repair	collar	retire

Key



Exercise 7

Toiler borrower dealer Miller follower
Maritime territory lawyer robbery wreckage
Lorry roomy firmer farm thoroughfare cholera
Piller party merrily core charge informal
Shire inferior reality mirror yore Arabia
Injure injury dirty hurriedly arc arch rarity
Readily parity charity temerity fore-going
Laboratory

Exercise 8

rocky carry rotary retail raillery robbery cholera
collar pillar pillory rogue unfair romantic aware
rare rarely rarity penury ashore rushing earth
urge mercy error Arabia memory relic informal
lyric charge wreckage dirty

Exercise 9

piracy aspire rate-payer uproar firmer ramifying terror terrific arriving pinafore infirmity barrier adore failure ringing revivify narrowly perishing revive argued cashier rashly arcade tower power tortuous merrier demurrage rail-road reading-room mirror re-animate re-arrange re-affirm re-marrying popularly show-room shadier

CHAPTER VII

USE OF DOWNWARD H

H is written downward

When it stands alone

When H is joined to K or G

When H follows M, L and S

In derivatives and compound words beginning with Hay and High.

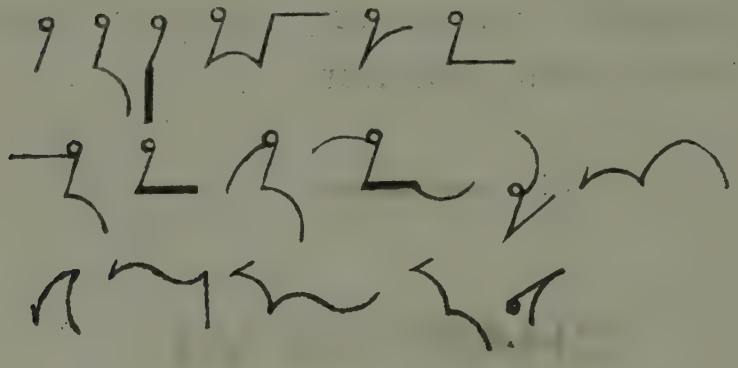
Note:— i. When H is written downward after k, g, m and l, the circle of H is written outside the angle.

ii. When H precedes m, l and downward r, the lower part of downward H is employed. This form of H is known as Tick H. In this connection the word "Homelier" serves as a memory-aid. The tick form of H is not used when a vowel is initially sounded.

ILLUSTRATIONS

Hay higher heyday high-mark highly
Cohere hog Lahore mahogany Sahara homelier
healthy humanity harmony horror ahull

Key



Exercise 10

Happy happily high-road highway mohair
Maharaja helm hypothetic Holloway hilarity
haranguing hearth hardy
rehear Horatio top-heavy Himalaya
Hong-kong hammock honey harp hatch hodge
harm haddock half-pay half-penny half-way
handy hark harsh havoc headache
headway healthy heavier whom

Exercise 11

homelier humanity holy wholly heath hearth hurried holiday hellish hero heroic hardy herb harp horror hodge harmonium honey-comb heredity hurrier hypothetic hypothecate hilarity hockey-match homogeneity Delhi hearty (Downward R) hardy

CHAPTER VIII

USE OF DOWNWARD L

L is written downward

When it follows N or Ng provided no other down stroke follows except J.

When L follows F, V or R (Upward), provided L is the final sound.

When L occurs between an initial vowel and a simple horizontal stroke.

When L occurs between F, V, R (Upward) or K and M.

ILLUSTRATIONS

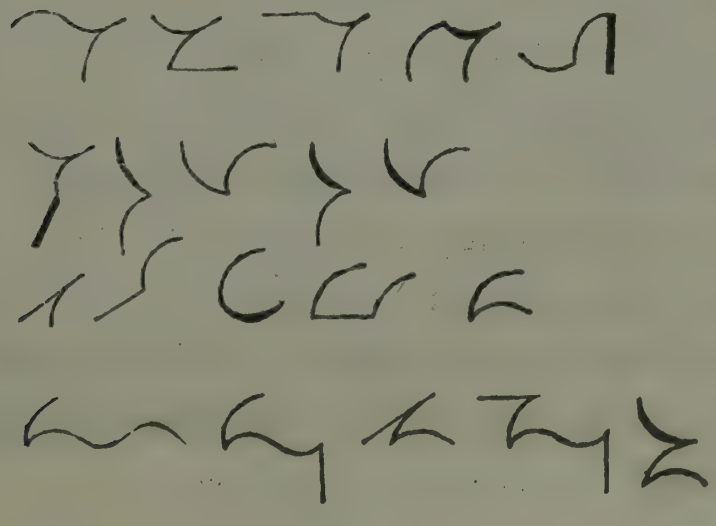
Manly unlucky canal Langley unload

Analogy fall folly avail valley

Rail rally along alkali elm

Aluminium eliminate realm calumniate volume

Key



Exercise 12

Faulty evolve pillory fairly apparel Railway foolery allonge alien Allopathic engulf longing alumina wrongful Wrongfully awful awfully rural Valmiki column caloric annual mileage Failure gallop colour genial monopoly levity Jocular manual unwomanly assailing Shibboleth revealing phial unmanly

Exercise 13

life-long royalty pathology luckily woeful faulty woefully lounge mailing nailing memorial ailing elemental lawful denial rural manual eleventh unwomanly life-like lark alum wrongly annual bewailing unlucky unveiling Philomena alarmingly album illuminate bill-book bill-hook calamity alumni

CHAPTER IX

USE OF UPWARD SH

Sh is written upward

When it follows D or S

After two descending strokes

(In Sheepish and popish, Sh is written downward for the sake of a better angle)

When Sh is joined to F or V

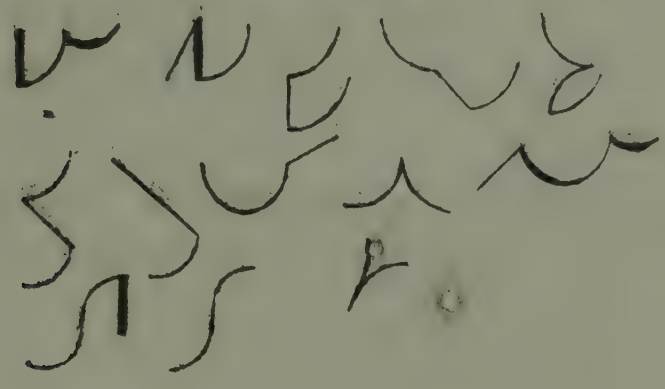
When Sh precedes L or ith

(In Shyly dowanward Sh is written in order to retain the form of Sh employed in its root word "Shy"

ILLUSTRATIONS

Dashing reddish Ashutosh fopish foolish Sheepish popish fishery sheaf ravishing Shield shawl shyly

Key



Exercise 14

Cash shock cashier bush shabby mush-room show-room Kashmir shallow abolish fellowship polish Shelley rubbish shadier lavish shaving fish Shanghai moorish shanking shallower rashly knavish heirship lashed Shylock washing Peshawar sea-shell abolished polished relished perishing shady shower shoe-making ship-wreck shading reddish sheath Rhodesia fishing fishery ashore cash-room shallower shower-bath ship-load

CHAPTER X

VOWELS

A Vowel is an unimpeded sound not involving any contact between the lips or between the tongue and the teeth or between the tongue and the palate. A Vowel may be described as a sound which can be audibly pronounced when it stands alone. The sounds produced by *ZZZ* in buzzing, *SSS* in hissing, *Sh* in making the people silent or *MMM* produced in expressing doubt respecting a statement cannot be called vowel sounds. For, a vowel always accompanies a consonant and make the inaudible quite audible. When *Z*, *S*, *Sh* and *M* are added to "b", for instance, they become *bz*, *bs*, *bsh*, and *bm* which can be heard no better than before. Whereas a consonant is distinctly pronounced with the addition of a vowel. A vowel may be defined as "a sound by the aid of which any consonant can be audibly pronounced".

The simple vowels *ah*, *a* and *ee* are indicated by dot signs and *aw*, *o* and *oo* by dash signs, the signs being thickened for long vowels. The beginning, the middle and the end of a stroke are known as vowel places. The vowels, *ah* and *aw* are marked at the beginning, *a* and *o* in the middle and *ee* and *oo* at the end. They are inserted at the two sides of strokes namely the left and righthand sides of upstrokes and downstrokes and above and below horizontal strokes.

When a vowel precedes a stroke, it is inserted at the left side of upstrokes and downstrokes and above horizontal strokes. When it follows, it is inserted at the

right-hand side ef upstrokes and downstrokes and below horizontal strokes.

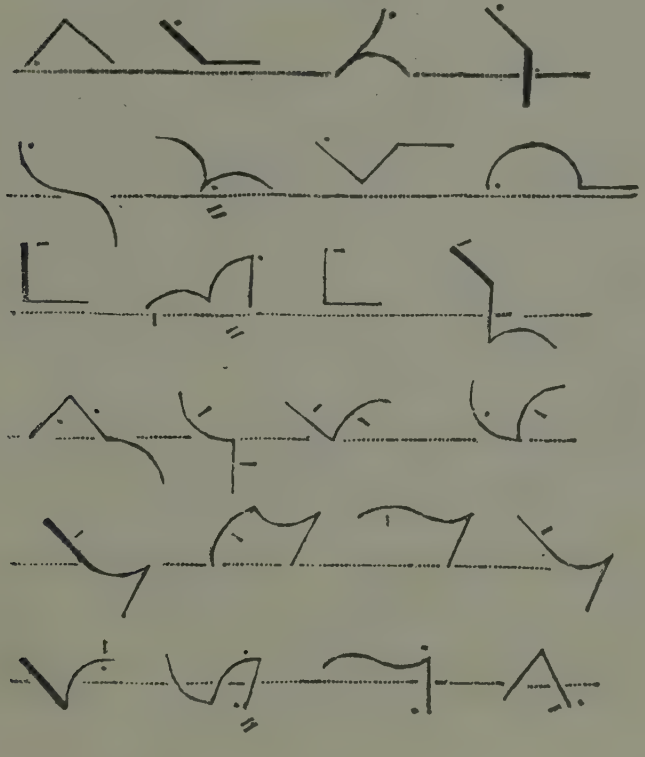
As regards the vowel "ah" a dot sign is generally employed when it is sounded by the letter *"a"*: thus, Rama, far, car, pack, bag etc. The same vowel sound when produced by other letters such as *o, aw, au,* or *al* is indicated by a dash sign at the beginning. But when it is produced by the letter *"u"*, the dash sign is inserted in the centre.

The vowel *ee* or *oo* occurring between two strokes is inserted at the end of and before the second stroke.

ILLUSTRATIONS

Wrap	back	sham	pad
Far	Rama	park	lark
Dock	Malta	talk	bottom
Repair	photo	polo	fellow
Bunch	lunch	munch	punch
Bully	Philitch	minute	rupee

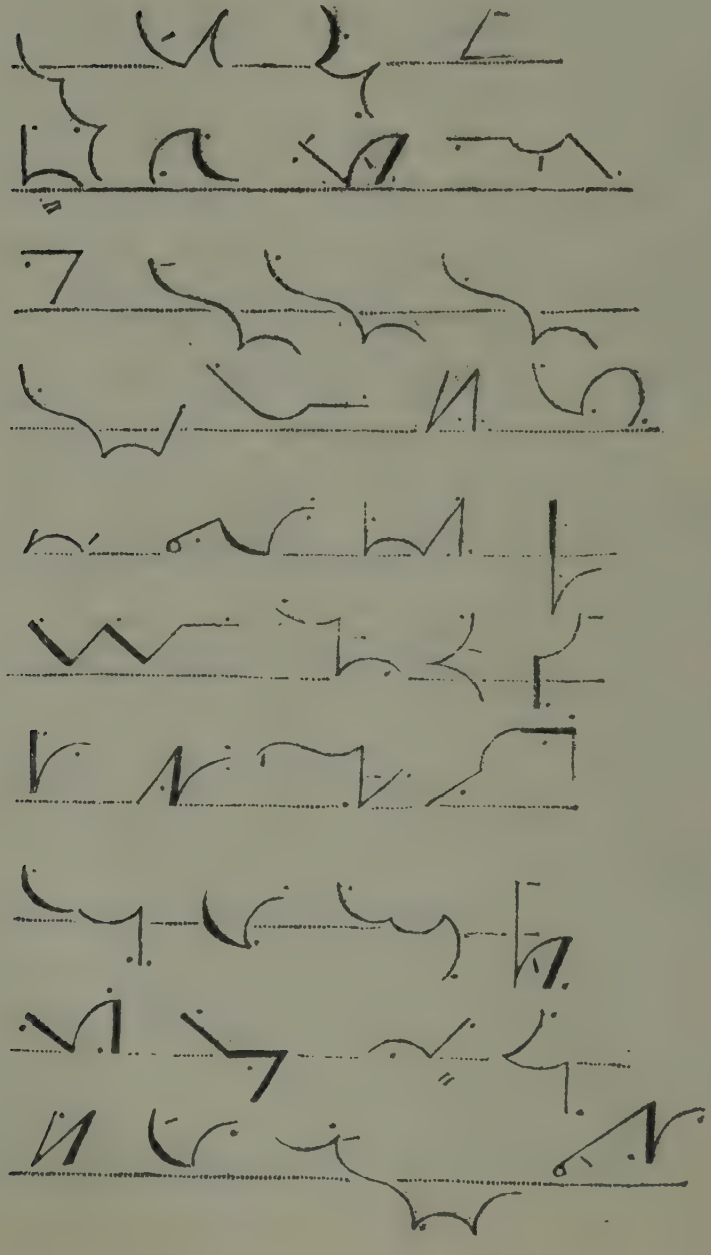
Key



Exercise 15

Pay bay rope tape foam make roam fame paid gem cool four fair cheque lame knave fail shape shoal shore peg date dome rail feed pitch food keep kick coke namely envy female levied dairy repaid merry merrily fairly dainty Maypole toothache lorry Punjab unfair furlong unfurled paddy lyric

Exercise 16



CHAPTER XI

POSITION WRITING

The term "Position" refers to the relation existing between the stroke and the line of writing and the term "Place" refers to the relation of the vowel sign to the stroke. All upstrokes and downstrokes are written above, on or through the line. Horizontal strokes are written only in two positions namely, above and on the line. Thus, there are three positions corresponding to the three places of vowels and in each case the initial vowel governs the position of an outline. The first position, that is, above the line, is determined by the first place vowels; Second position, viz., on the line, by the second place vowels; the third position viz., through the line, by the third place vowels.

The relation between "Place" and "Position" may be indicated as follows :

Place	Sound	Sign	Sign	Sound	Position
1. Beginning	ah	.	–	aw	1. Above the line
2. Middle	a	.	–	o	2. On the line
3. End	ee	.	–	oo	3.Through the line

The terms "Place" and "Position are inter-related in the sense that the vowel place determines the position of an outline and the position determines the initial vowel.

When a horizontal stroke is immediately followed by a downstroke, the latter stroke is written in different positions with reference to the initially sounded vowel. As the third position, namely, through the line is applicable only to upstrokes and downstrokes, the horizontal stroke is always written above the line when it is immediately followed by a downstroke and below the line when it is immediately followed by an upstroke in the third position.

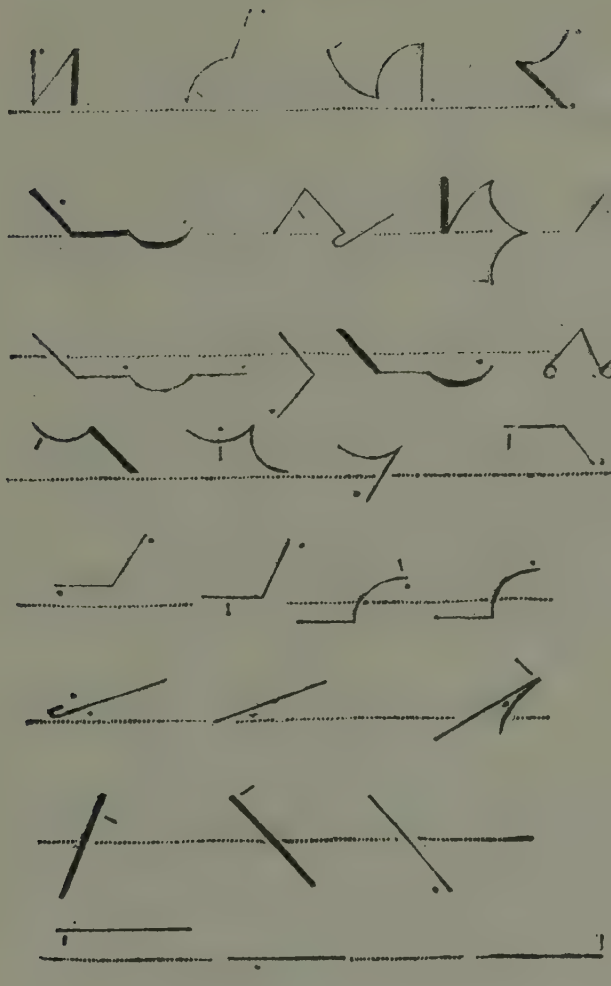
Double length downstrokes are written in one position only, that is, through the line, while double-length upstrokes are written in all the three positions.

Note:—The object of writing the strokes in different positions is to indicate the first sounded vowel without actually inserting the vowel sign. This is one of the time and labour saving devices.

ILLUSTRATIONS

Tardy lorry faulty shabby
Begging rope-way doleful ready
Picnic pitch booking heap-heap
Knob enough niche copy
Carry curry cooly kill
Aware rare rural
Judge Bob peep
Cock cake cook

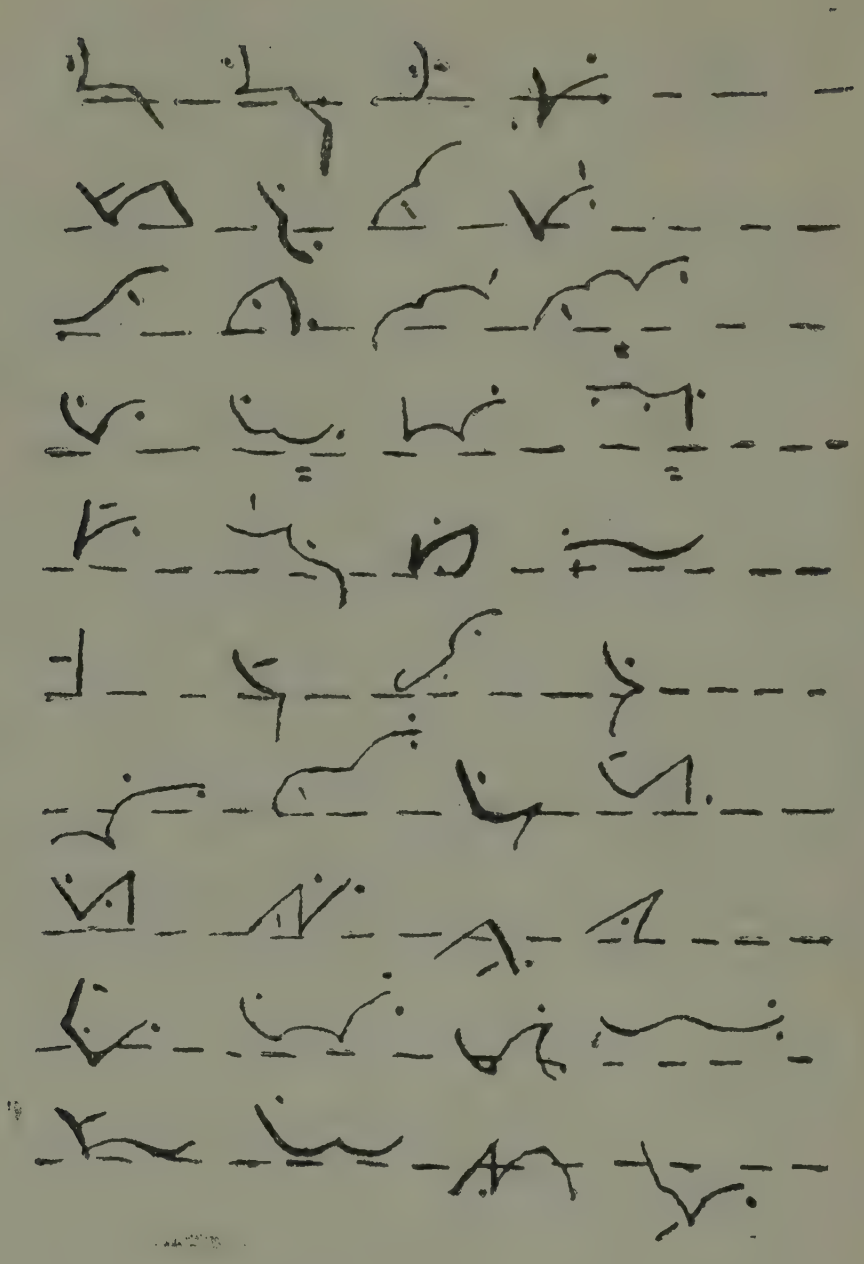
Key



Exercise 17

Ebony delta evolve leakage jackal follow wage Indulge fatigue effect lovely navigate pharmacy phantom way-bill webbing wood-nymph wedlock unmarried yellow yoke weighty winged weightily wink pink rank wronged Ottawa Panama calmly esperanto non-party Buddha Dundee monopoly Irwing Isabei railway pay-day rope-way

Exercise 18



Question:

Explain clearly and briefly with examples the rules relating to 'Place and Position'

CHAPTER XII

DOUBLE VOWELS (Section 1)

There is a further class of Vowels known as "Diphthongs". The syllables i, oi, ow and u which consist of two vowels are called Monosyllabic Diphthongs, as the two vowels by which they are composed of, are sounded in a single syllable. The diphthongs i, oi and ow are indicated by angular signs and u by a semi-circle. The signs for i and oi are put in the first place and the signs for ow and u in the third place of strokes.

The diphthong i preceding a downstroke is written along with the stroke. It is represented by its initial tick only when it precedes k, g, m, l and r (up). When it follows n, both the stroke and the diphthong i are written together provided i is finally sounded.

The diphthong u occurring finally after k, g, m, n, l and r (up) is written with the left motion, provided it is finally sounded. Its initial sound is generally indicated by the stroke Yay written in the third position.

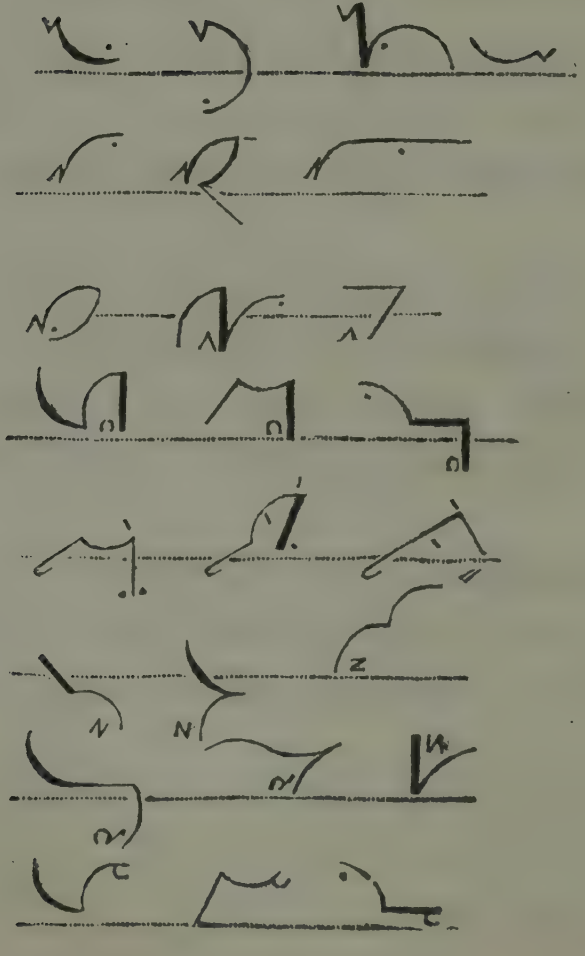
The diphthong oi is joined only to l, in which case the apex of the angle formed by its sign is shown upward, its first tick being inclined towards the right.

A vowel sounded after a diphthong is represented by a tick attached to the diphthongal sign. A Diphthong and a vowel constitute a tripone.

ILLUSTRATIONS

Ivy	Irish	Idler	nigh
Oily	oil-shop	oil-cake	
Owlish	loudly	couch	
Valued	renewed	argued	
Unity	eulogy	Europe	
Bower	vowel	loyal	
Vacuous	manual	dial	
Value	renew	argue	

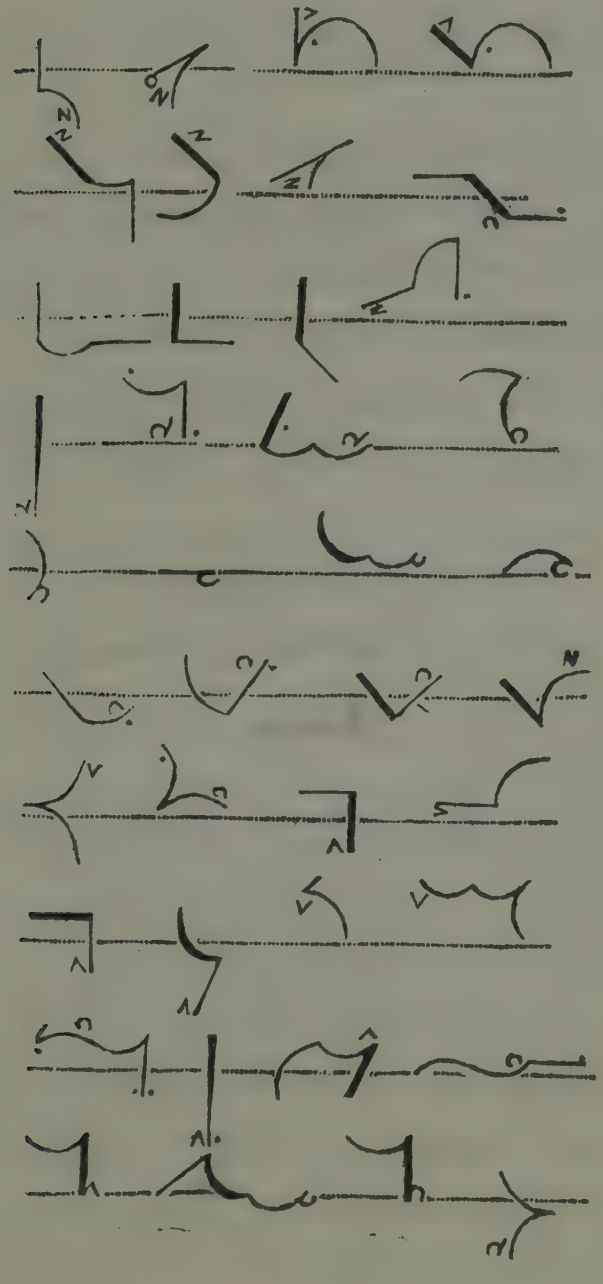
Key



Exercise 19

At-night unassuming pipe revenue pious maritime untimely loyalty idling ivory Issac wide-awake irony joy-ride revalued to-night denial renewing denied likely unlikely failure annuity euphony unique usury towel power diary ingenuous fiat tortuous buyer beauty phial dialogue deny vial youth diary foul mouth owler anyhow diet

Exercise 20



Question :

(1970) What is a Diphthong? How may Diphthongs are there and how are they represented? Give examples.

CHAPTER XIII

DOUBLE VOWELS (SECTION 2)

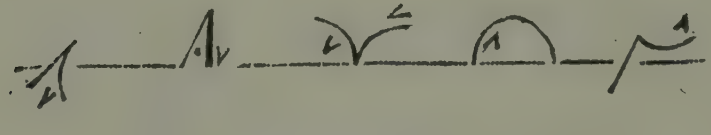
Any two consecutive vowels in a word form what are known as Diphones or Dis-syllabic Diphthongs. A Diphone may be defined as one which consist of two cousecutive vowels each of which being separately pronounced.

Diphones are indicated by two angular signs, of which the one representing the dot vowels is slanting downwards to the left (ticks Chay-ray) and the other representing the dash vowels is slanting upwards towards the right (ticks Ray-chay). These Signs are determined by the initial vowel and their places are the same as simple vowels.

ILLUSTRATIONS

Real Radio Aerial Lower Ruin

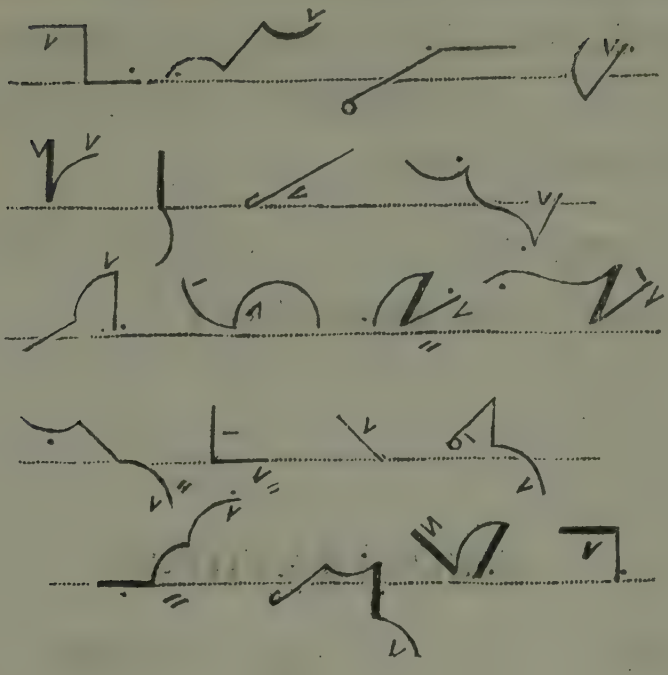
Key



Exercise 21

Payer poem poetic aluminium Geology Zoology Theology Radiology menial layer filial borrower Merrier Mayor deity career carrier Rumania Korea Leniency memorial ammonia India ratio malaria Osmania Wadia

Exercise 22



Question :

Write short notes on Diphthongs and Diphones giving examples and show the difference between the two.

CHAPTER XIV

SEMI-CIRCLES

In Phonography "W" is represented by an alternative sign namely a left or right semi-circle. The right semi-circle is employed initially before K, G, M and R (Upward or downward) when W is not preceded by a vowel. The semi-circle is also employed medially when it is followed by a vowel, thus forming what is really a Diphthong. Initially, the semi-circle represents the sound of W only and medially it represents W and a following vowel. Medially the left semi-circle is used

for dot vowels and the right semi-circle for dash vowels. In each case the vowel following W determines the form of the semi-circle. The insertion of the semi-circles is the same as simple vowels.

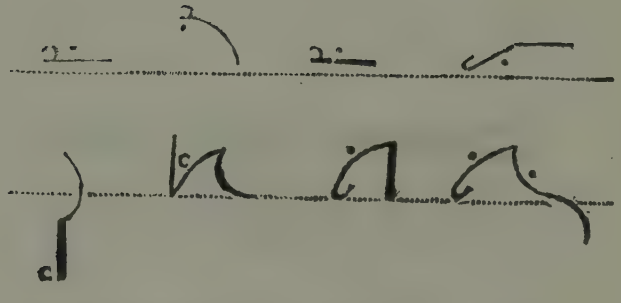
It is only in the case of upward L that W is indicated by a small hook prefixed to L.

ILLUSTRATIONS

Walk war wag awake

Sea-weed twelve weld welfare

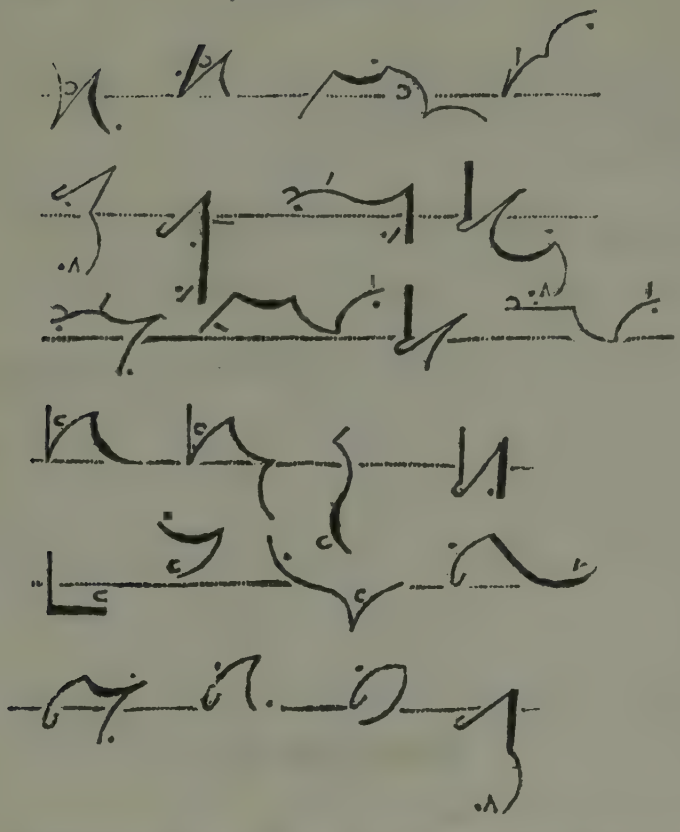
Key



Exercise 23

Walker wicked weakling weekly woke awoke wick wake warrantee worried workshop warlike warp warrior worrying warmly workmanlike wire-puller warfare wearily work-a-day worship wormwood

Exercise 24



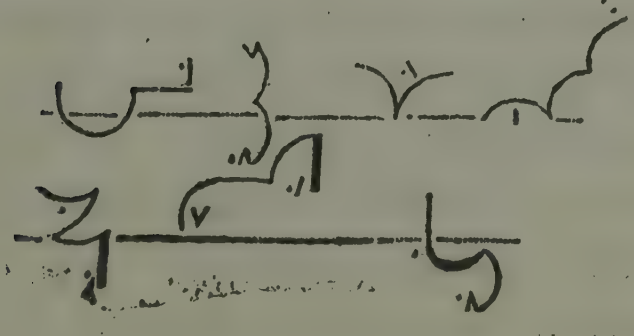
Note:- When the use of the stroke forms of H is awkward or impossible for joining, the aspirate H is indicated by placing a thin dot by the side of the vowel or the diphthong to be aspirated. The dot H is generally used in words ending with 'hall, hole, hill, house and hood'. This form of H is known as dot H.

ILLUSTRATIONS

Fish-hook ice-house air-hole mole-hill

Nation-hood likelihood eating-house

Key



Question :

(1970 Sr) Explain the use of left and right semi-circles in English Shorthand.

What is the part played by semi-circles in Phonography ? Give one example in each case.

State the various forms of W with examples.

Exercise 25

Note:— The pronoun "He" occurring initially is written by downward H.

The article "THE" occurring medially or finally is represented by a tick written downward after P, B, F, V th, TH, K, G, N, Ng and R (Up)

The stroke W is doubled in the case of "They were" and "We were". But in phrases such as "but were who were, which were, etc., mere downward R is written finally.

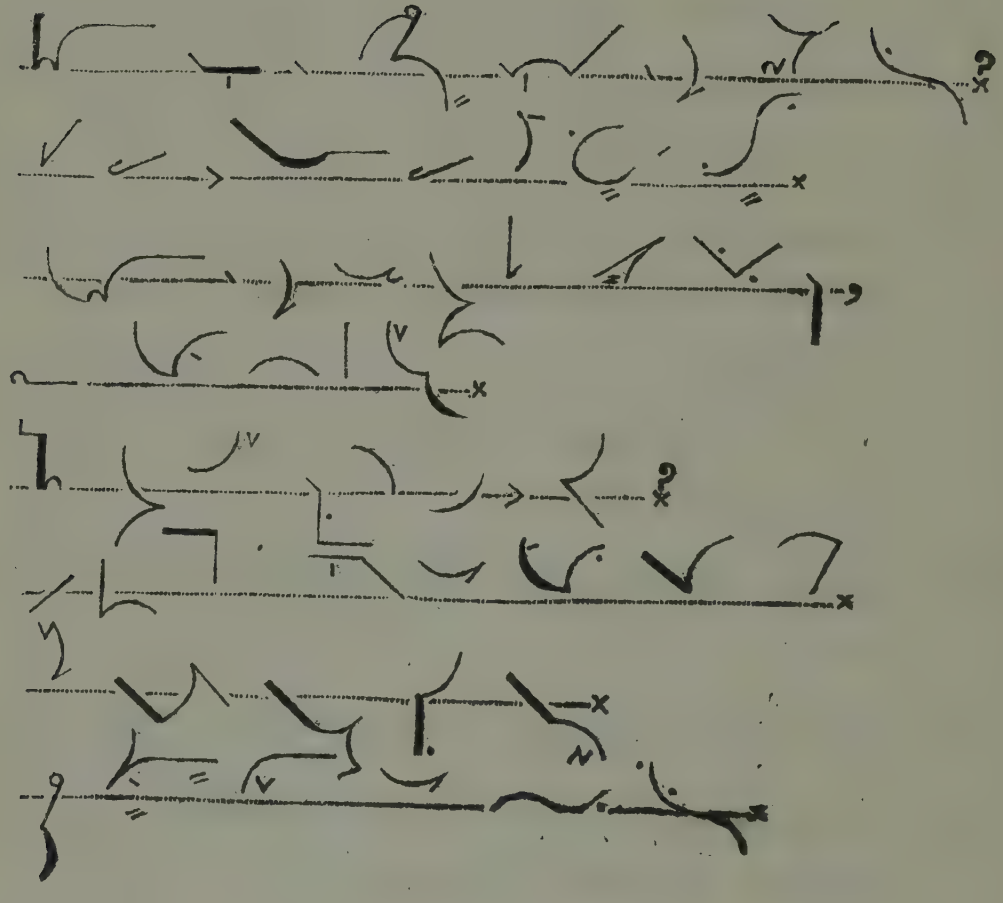
The words which are frequently employed in the English language are called Grammalogues and their Shorthand equivalents are called Logograms.

The following exercises contain series of Logograms and the list of Logograms given at the end of this book must be referred to wherever necessary.

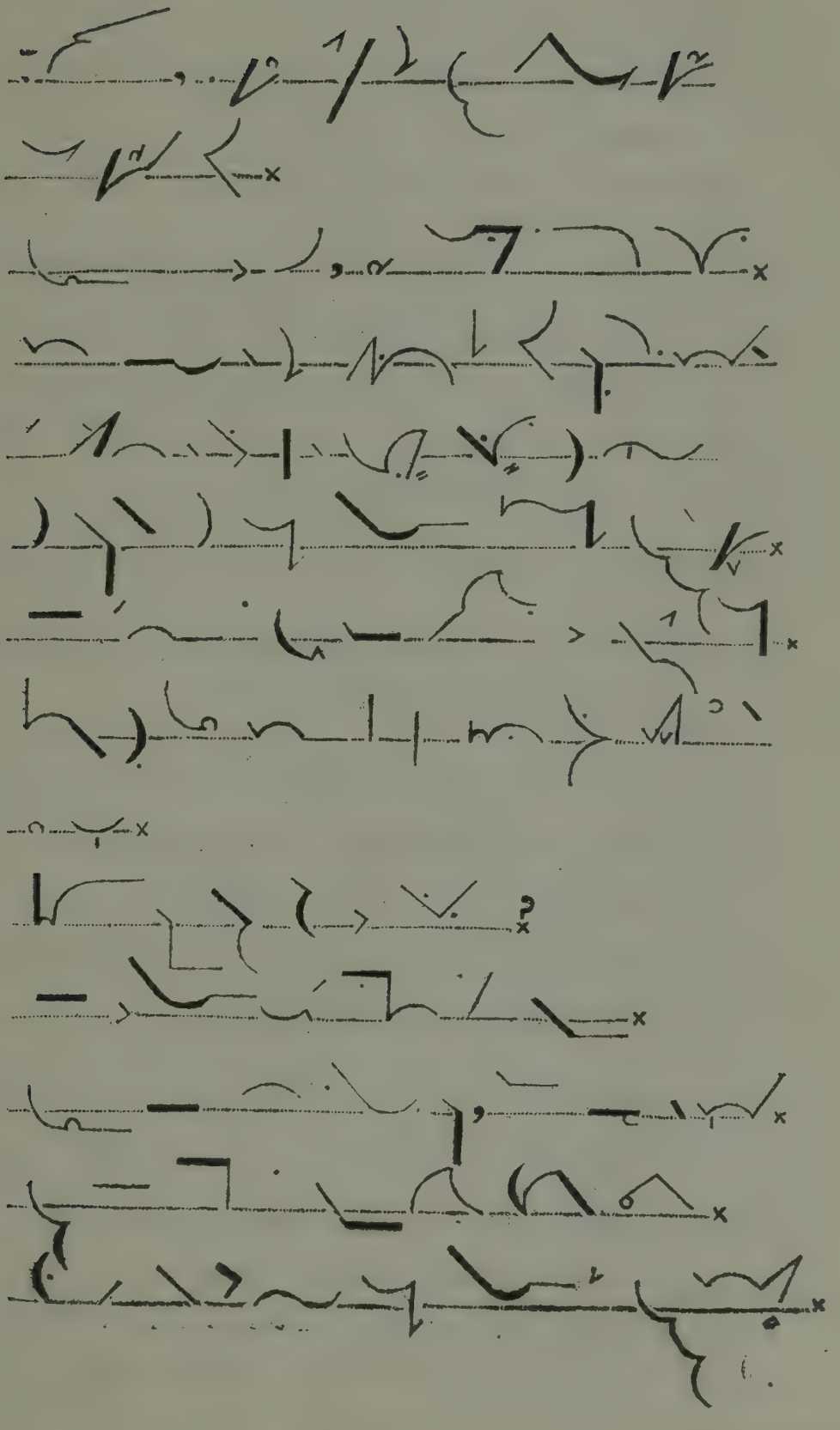
The phraseograms are indicated by the hyphen.

1. I-had an idea of taking up Biology and Geology but I-had to change them for Zoology.
2. Malory saw-the dog knawing-the shoe.
3. The boy read loudly the poem "The Miller of-the Dee" by Mackay.
4. Who should put-the package into-the carriage ?
5. You-should owe me a heavy charge for-the book you have borrowed.
6. It-would-be your duty to-go to-the meadow daily, though-it-may involve a heavy work for you
7. They should take a different route if- he should make much delay.
8. Which of-the two of-the sheep do-you-like to buy ?
9. It was beyond-our ability to-reach-the mark.
10. Why should you indulge when you-are-aware of-your failure in-the-game ?
11. I-have-no faith in moving each of-them to change-the policy.
12. Do-you-like to own the photo of Gandhiji, which we saw in-the shop ?
13. He too ought-to-be in-the bank at two to-morrow.

Exercise 26



Exercise 27



CHAPTER XV

SMALL CIRCLE S AND Z

A small circle is employed for S or Z when it is attached to strokes medially or finally and the initial circle is restricted to the sound of s only. It is written inside curves, outside the angle when it occurs between two straight strokes forming an angle and with the left motion when no angle is formed. The left motion is also observed when the circle is attached to straight strokes initially or finally. In the case of "Sway", the circle is written inside the hook.

Circle S is not written

(a) When a vowel precedes the initial S or follows the final S.

(b) When the initial S is followed by a triphone

(c) When the initial S is followed by another S or Z.

(d) When the final syllable -ous is immediately preceded by a diphthong.

This chapter includes some words bearing on Prefixes and Suffixes, which are written thus :

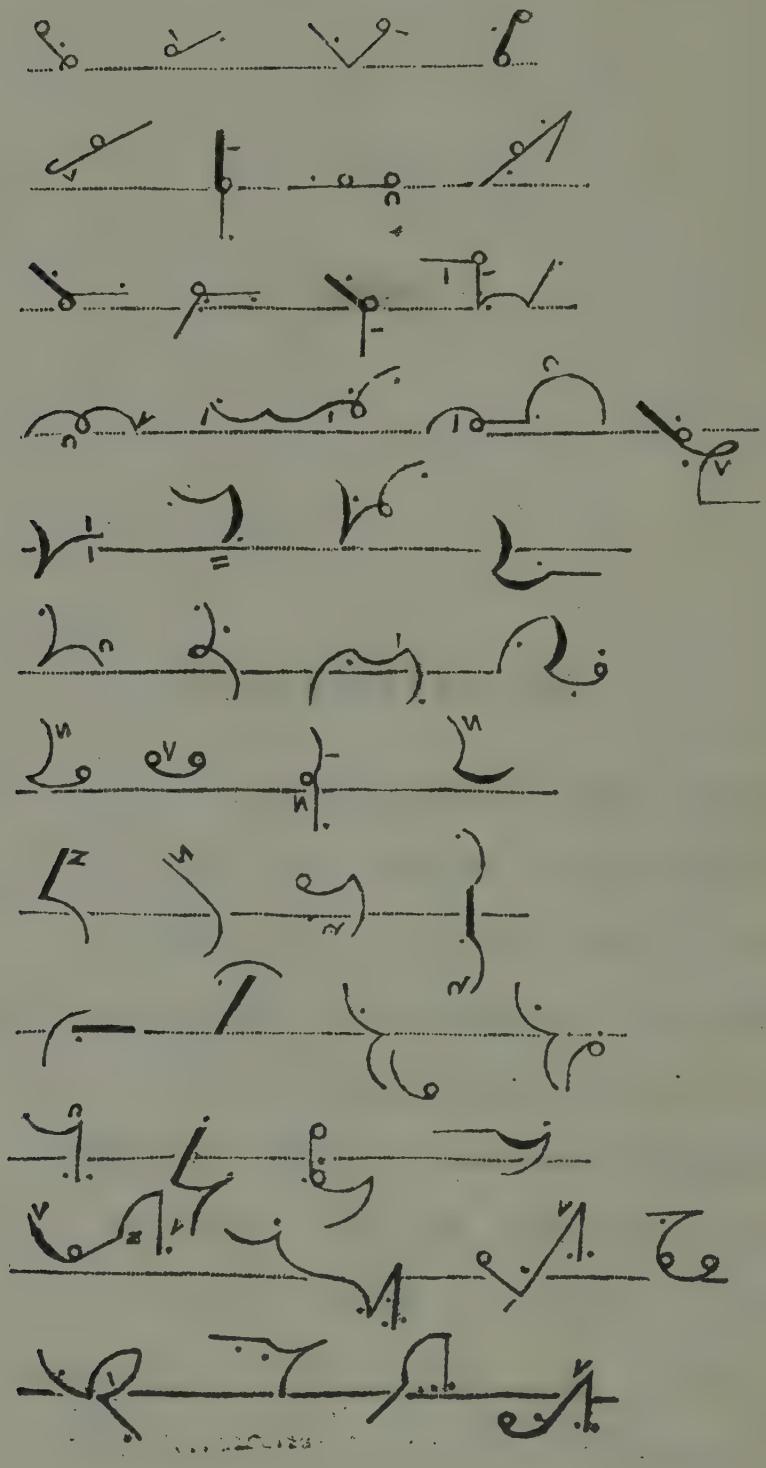
When a word ends with the Suffix-ality, -ility, -arity, -irity, the stroke immediately preceding-ality, etc., is disjoined. Similarly, in words ending with fulness and-lousness or lessness, the strokes F and L ending with the small circle are respectively disjoined. Disjoined J represents -logical -ly. Joined or disjoined

Sh represents the suffix-ship. Initial Com- or Con- is indicated by placing a dot at the commencement of the stroke. Proximity is resorted to when com- ar con- occurs medially.

ILLUSTRATIONS

Space sorry peruse sages
Wiser dusty excuse research
Basic risky bestow customary
Museum anonymously muscular businesslike
Zulu Nazi zealously zinc
Assume assessor lunacy laziness
Science signs Society sighing
Joyous pious sinuous assiduous
Legality majority faithfulness faithlessness
Community congenial citizenship kingship
Viceroyalty inferiority superiority callousness
Fellowship canal reality seniority

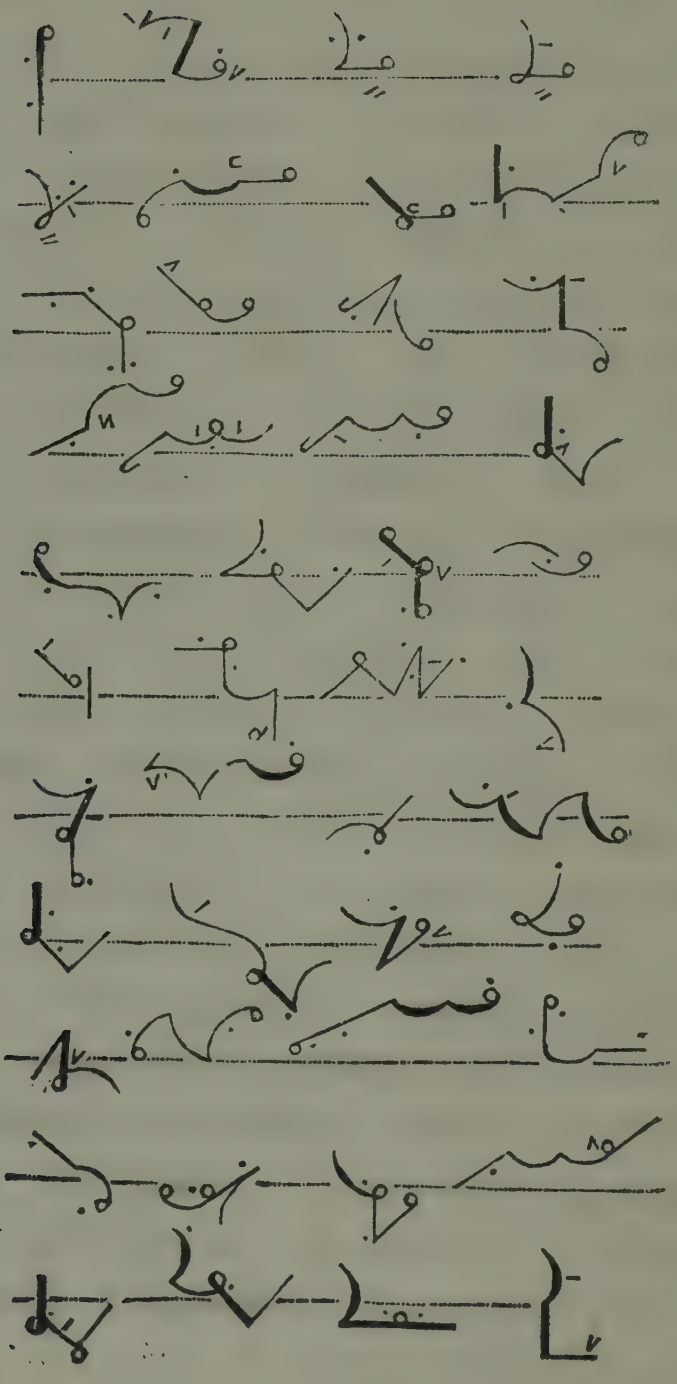
Key



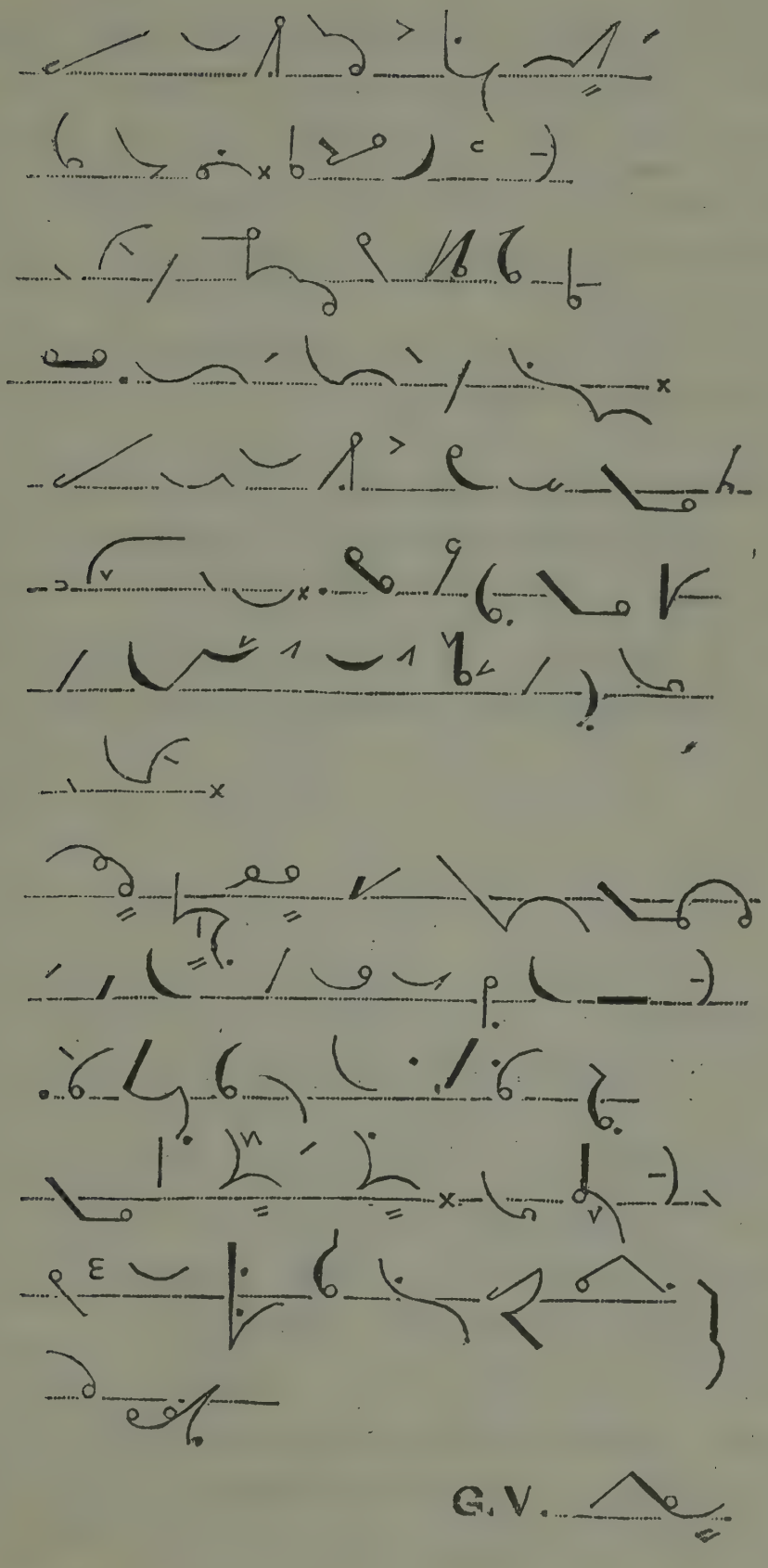
Exercise 28

Seriously efficacious noiselessly suspicious social Wednesday Tuesday Saturday various facile vicious servile Happiness honesty harmonious history research pitiless cosmic UNESCO caustic soda zinc oxide sensualism Czechoslovakia unconsciously Yugoslovia sub-consciously similarity sincerity Factories useful useless century holidays horizon curiously Anomalous snobbery periods followers harmless communities Judges similarly loveliness merciful Confucious slippery Ministerial Viceroy majesty insomnia Hinduism puzzling Jamnadas censorship eminence announcing coastal historic Conspicuous munificence beneficence pursued callousness Populace besides expensive dismissal realise facility suffice hostility Mirza Ismail Sahib spheres unrealisable officers skill scaly seditious council gospel security usefulness anxiety terrorism receiver customary lawlessness purposely usages south-sea oil-seeds wrong-doers justice reiigious Islamic righteousness hopefulness society suicidal hopelessness uselessness Community sarcasm violence utilize innocence suzerainty joys joyous sighing armistice senselessly tumultuous custody psychic psychology psychological concoct physiology physiological Communal Communalism Six weeks ago Six daysago

Exercise 29



Exercise 30



CHAPTER XVI

LARGE CIRCLE

A large circle is used initially for sw and medially or finally for any two consecutive sounds ss, sz, or zs. The vowels ah and ee (short) and the diphthong i occuring between s-s or z-s are put inside the circle as in basis, axis, emphasize, exhaust etc.

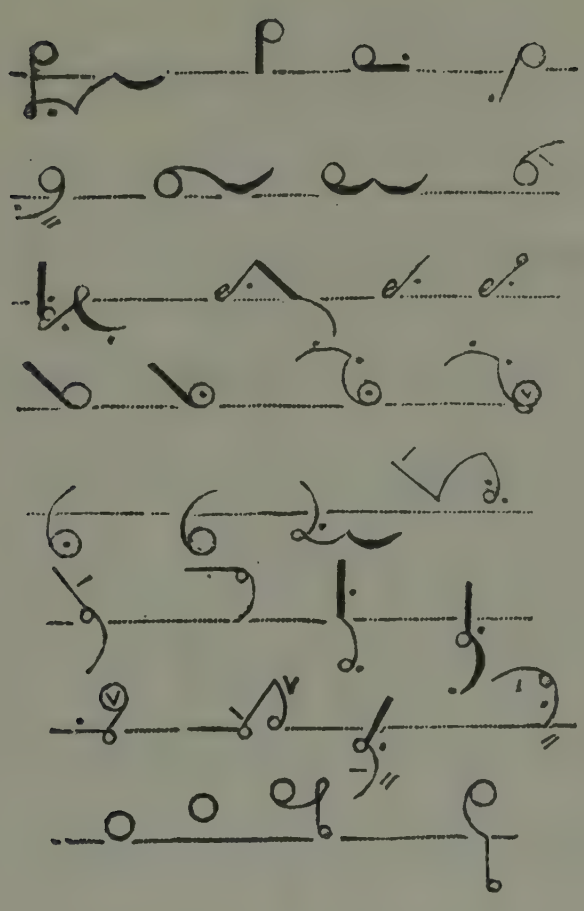
The sw circle is used in phraseography to represent "as we" and as –w before L.

The large circle is not used (1) In "Sway" and its derivatives and compound words (except in "Swayed") (2) When sw is sounded medially (3) When stroke s is already employed in the root word (4) In some proper nouns like Jesus and Moses (5) In distinguishing outlines.

ILLUSTRATIONS

Sweet-smelling swayed swig switch
Swish swimming swinging swallow
Dissuasive sway-bar sway sways
Bases basis emphasis emphasizes
Thesis theses seasoning policies
Possess excess decease disease
Exercise exorcise Jesus Moses
Is as, has his, as soon as it is, as we-think it is

Key



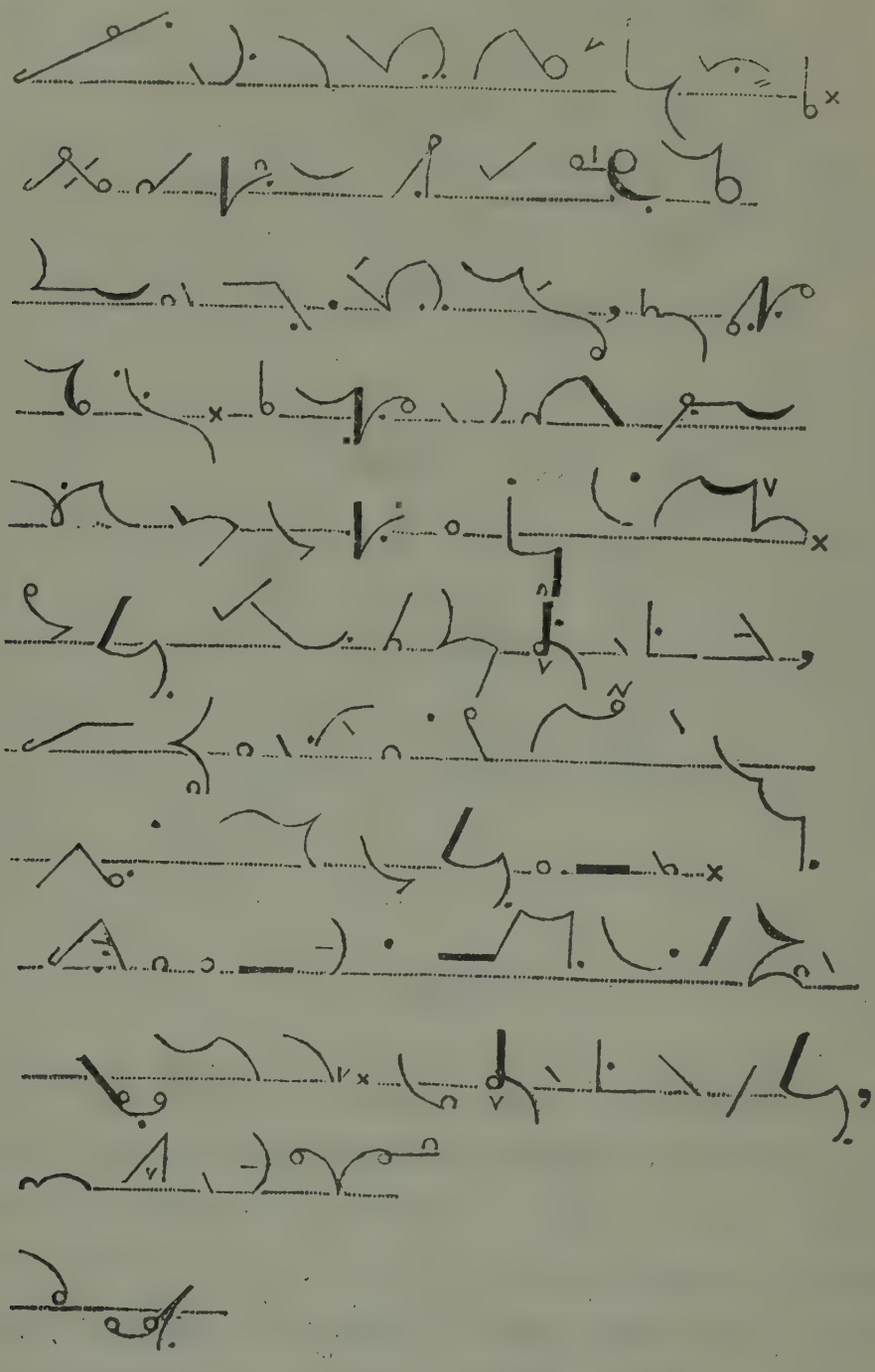
Exercise 31

Swimmer swarthily sweep-stake swooning swarming Sweetish swirling swelling possessive excessive decisive Necessarily insist desist exercised excessively exhaust Accessible suasive unswathe Boswell exist successful Mississippi successes agency analysis analyses possessor Excise hypothesis hypotheses races recess axis legacies Faces phases psychosis.

As we have said, among themselves, as soon as they were, as we like it, in this city, as we shall see, as soon as we are, this is.

Exercise 32

Read, copy and transcribe :—



B.

Question:

State the rules governing the use of the large circle (sw, ss or zs) in shorthand with examples.

CHAPTER XVII

LOOP ST AND STR

The sound of st or zd is represented by a small loop, which can be used initially, medially and finally. The loop is enlarged for str, which is not used initially. Non-use of medial st loop :

(i) The small loop is medially employed when it occurs between t, d, j, l and a horizontal stroke or when it occurs between j and ng or j and v or b, thus statistics, methodistic, logistic, elastic, suggesting, suggestive, suggestible etc. Otherwise medial st is indicated by circle s and t as in book-stall, snow-storm etc.

(ii) The st loop is not employed medially where t is lightly sounded or not at all sounded as in mostly, costly, lastly, best thanks, text book etc.

(iii) When st occurs between m and k: pessimistic, domestic.

(iv) When a vowel occurs between s-t or when it is finally sounded, thus, receipt, rusty, bestow etc.

(v) In distinguishing outlines: cost (st loop) but caused (circle s and d), mistake (omission of t) but mystic (circle s and t)

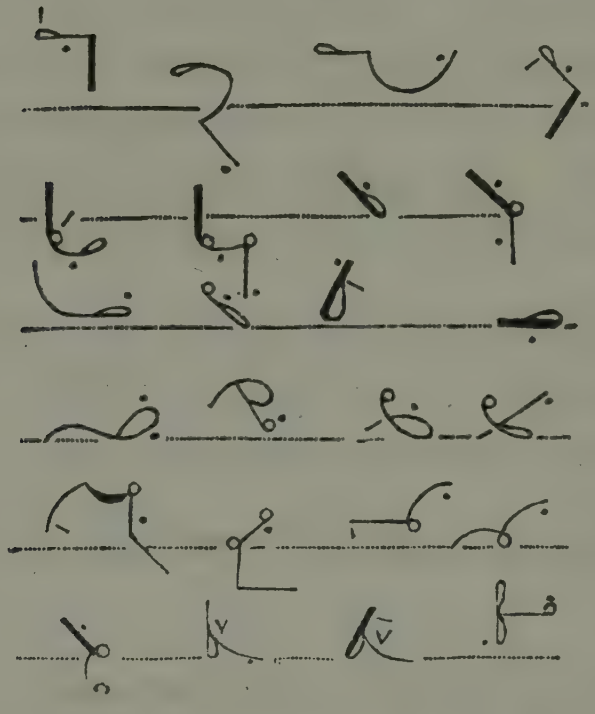
The loop st is employed in phraseography for 'first' : At first cost.

The large loop is not used when a vowel occurs between st-R as in 'restore'.

ILLUSTRATIONS

Stockade steamship stock-fish stoppage
Dishonest dishonesty best beset
affixed spaced adjust gazed
minister master-piece sophister sophistry
long-step hay-stock costly mostly
best-thanks testify justify statistics

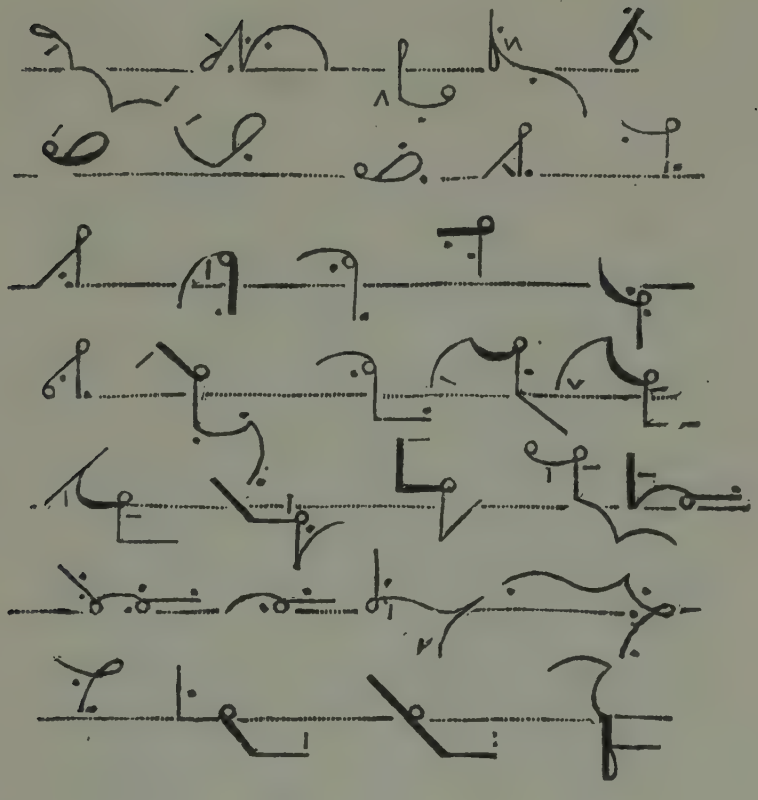
Key



Exercise 33

Stem star starry staircases physicist diagnose methodistic adjusts artistic fantastic store-house nicest composed contestable suggestive statistical digestible disgust distaste distinct elastic inelastic elasticity endorsed standardised enlisting erased etymologist faintest stammer steam-pipe stencilling stereotype sterilize stigma stiff-neck stock-taking static stoneware composite

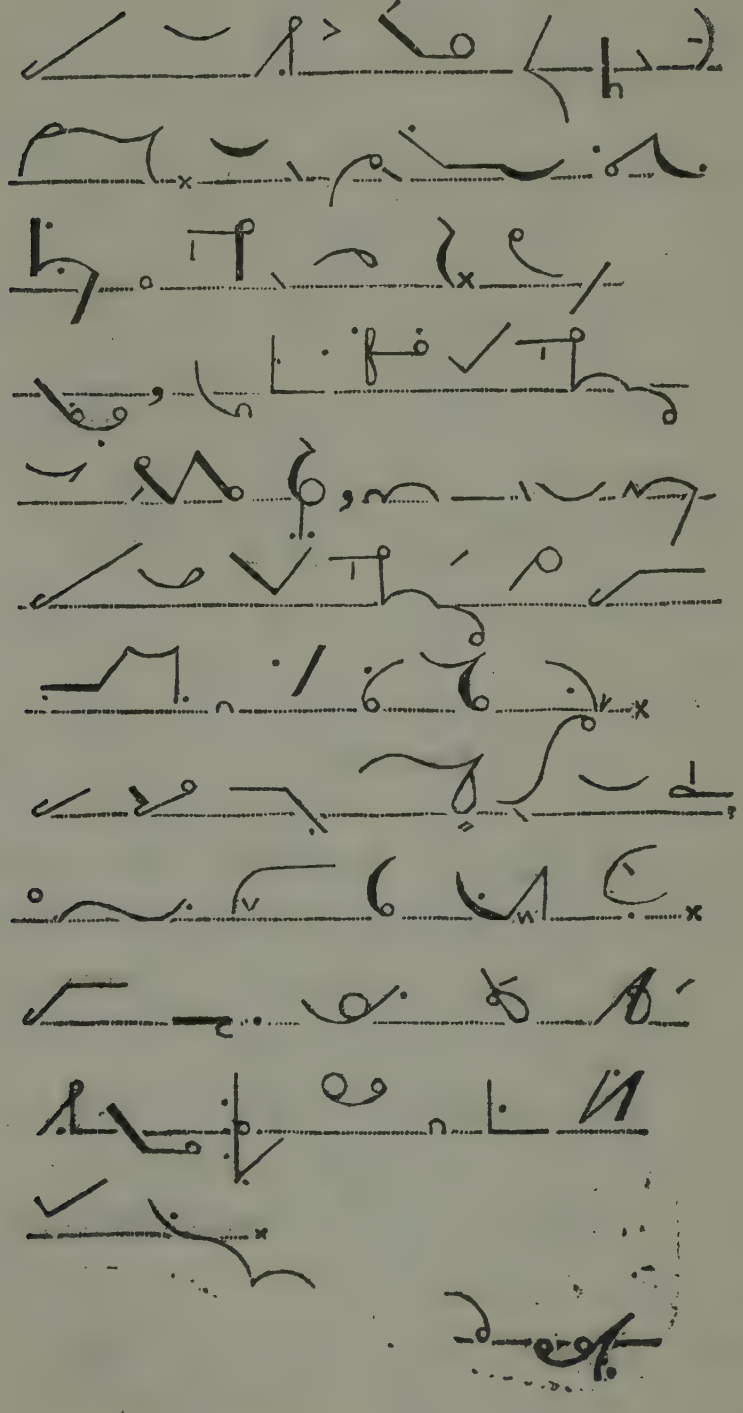
Exereisc 34



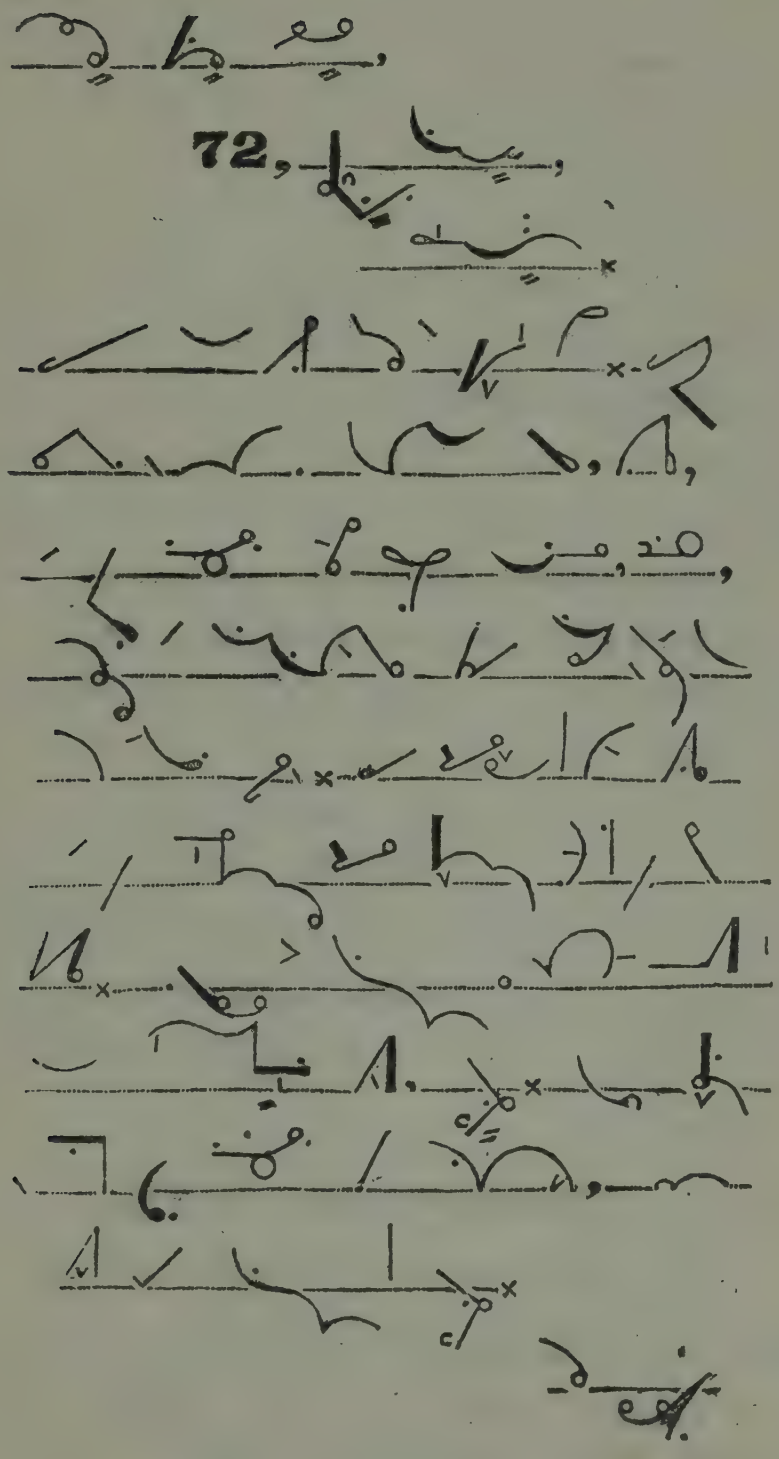
Exercise 35

Sir Schuster rose-up and-said with a lucid voice: "The first subject to-be discussed to-day is what we-may say as-the rupee policy. I-have-no liking to effect any change in-the value of-the rupee. If-this bill is passed in-the-House-of-Commons, it-would-cause a heavy loss to the rich and-the poor alike and-specially so in-the-case of-many business firms in India owing to-the heavy fall in-the value of-money. India is in a storm and it-is-the task of us all to lead this ship of State away off-the storm and for-the past four or five years we-are doing so with a thorough success, and-now it-is my duty to thank-you all for-the-same.

Exercise 36



Exercise 37



Exercise 38

MESSRS. J. WADIA & CO.,

We-are in receipt of-your advice of-the 20th March and thank-you for-the-same. The packages have all come to-day by-the steam-ship. We-are-sorry to-refuse-the-same as-the packing is loose and-the damage caused to towels and linoleums is severe. We-suppose you-are-aware of a similar refusal of-ours last-year or so for-the-same reason and-we-have advised you to put a stop for all-such reckless dealings. But we now come to know of-your heedlessness in-this affair. Unless you specially deal with our packages you may lose all your customers which-may effect an immense loss to-your firm. As-these packages are useless to us, we-are-forced to-refuse-them. You-may take-them back and mail a new stock as-early-as-you-can, failing which we would-be forced to refuse-them for-the last time.

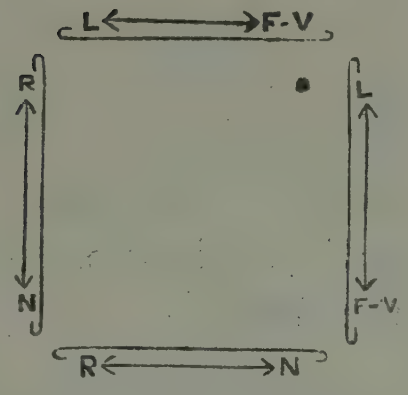
Sincerely yours,
THOMPSON & COASTER,
Dealers in Manchester Steel and
Stone-ware, Popular stores,
LANCASTER.

CHAPTER XVIII

INITIAL AND FINAL HOOKS

Small initial hooks are employed for R and L and final hooks for N and F or V. R and N hooks are written with the right motion and L, F or V with the left motion when they are attached to straight strokes; thus,

Left Motion



Right Motion

R–Right

Left Motion

L–Left

Right Motion

A small initial hook written inside a curve adds R and a large initial hook adds L. Curves are finally hooked for N only. When Sh is hooked for L, it is written upward. Ng is hooked for r to represent ng-ker or ng-ger. The termination "ner" following a straight upstroke is represented by the hook N and downward R except the straight downstrokes, in which case, the hooked N is used.

The hooks are not employed (1) when r, l, n, f, or v is sounded initially (2) to avoid inconvenience of joining (3) to provide for facile outlines (4) to provide for vowel indication (5) to maintain the straightness of the stroke (6) to provide for distinction (7) When a vowel occurs between a consonant and a following r or l occuring in a monosyllabic word as in coal, door etc.

Note :— (i) When a stroke is hooked initially it is read before r or l.

(ii) The strokes R (upward or downward) W, Y, H (upward or downward), S, Z and L (upward) are not hooked for R or L.

(iii) Despite the intervening vowel, the initial hook is retained in some words for the sake of brevity, facility and differentiation. In such cases the dot vowel is indicated by a small circle and the dash vowel is struck through the stroke.

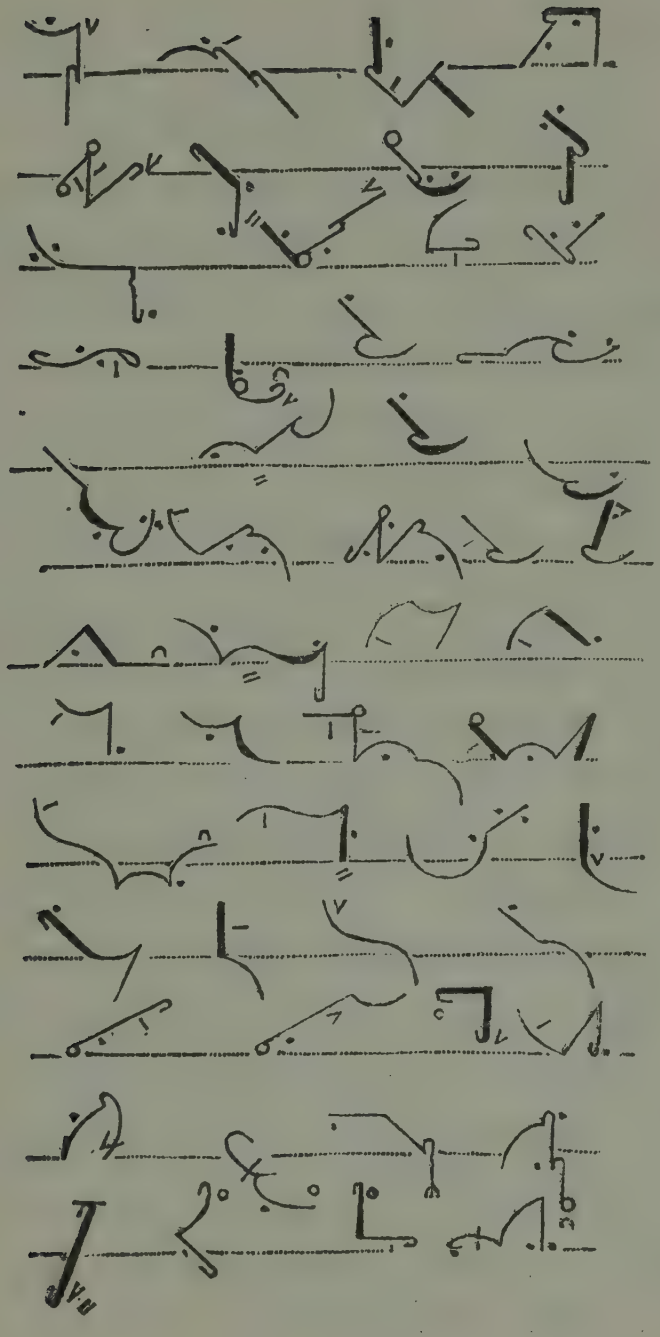
(iv) When a word ends with -cular or gular the hooked kl or gl is written. (vernacular, angular)

(v) In phraseography, the hook n is used for 'on, own, than and been', f hook for 'of' and v hook for 'have'.

ILLUSTRATIONS

Entitle	improper	deplorable	regret
Historian	Britain	spinning	abandon
Effective	behaviour	alcove	prefer
Innermost	disunion	panel	criminal
Peevishly	Marshall	banker	finger
Foreigner	westerner	opener	joiner
Rebuke	remington	launch	lobby
Naughty	navy	customer	submerge
Formula	Monday	fishery	defy
Branch	door	fire	par
Heron	heroine	guardian	fourteen
Healthier	fulfil	capture	literatures
Georgian	sharpen	darken	morality

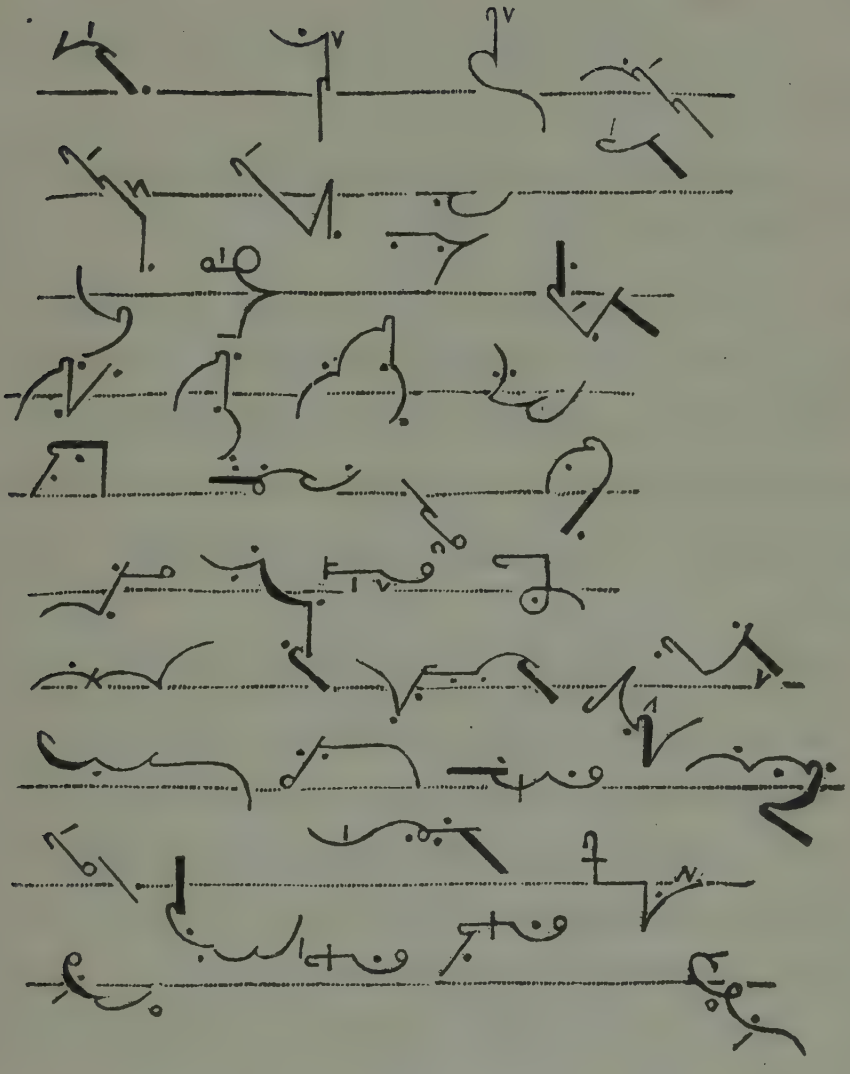
Key



Exercise 39

Pray crow brow averse eagerly Cromwell blame-worthy primarily prior trial terminous drapery eye-opener aggregate collect mercury preacher salubrious ledger journal thievery pedigree agreeable replaced paradox flock flannel effectively vigorously cordial overlooking gradually drinker forgery develop manager stenography drastic traveller break-water shilling-stone properly proclaim unfavourable out-door Moplas pro-longed mechanics economics linoleums trustees college forbidden perspire sojourner withdrawn humanitarian finance convenience guardian pardonable divider defensive preferential co-operative unremunerative perfunctory consultative referring formality farmer inaccessible former firmer submerge emerge awful laboratory statutory customary revenue tyrannical funny fantastic Hindus provincial autonomy defy manifesto minutely charges beneficial menaced branch resolve wavelike survial survive activities detain arrange re-arrange statesman statesmanlike controlling controversy criminology compromise contrary programme dravidian divinity triangular molecular examinee circular binocular curricular divine angular vernacular crucial graphic I have-been carried-on better-than

Exercise 40



Exercise 41

A long-war broke-out in Europe as-soon-as Rome fell into decay.

The Minister said Canada would pay, feed and clothe these troops at-the -same rates and in-the -same-manner in-which the troops are now fed and paid by-the War-Office.

Please excuse me this-time and-I-hope to manage-the affairs as smoothly as I-can.

The principal members of-the Select-Committee are leaving India during-the-last-week of-March and all of-them are sailing in-the Viceroy of India.

He who breaks-the law shall pay-the penalty.

The value of-the book I-am reading now is only one shilling.

You-may purchase a few benches, chairs, tables and windows for your new home at Lalbag.

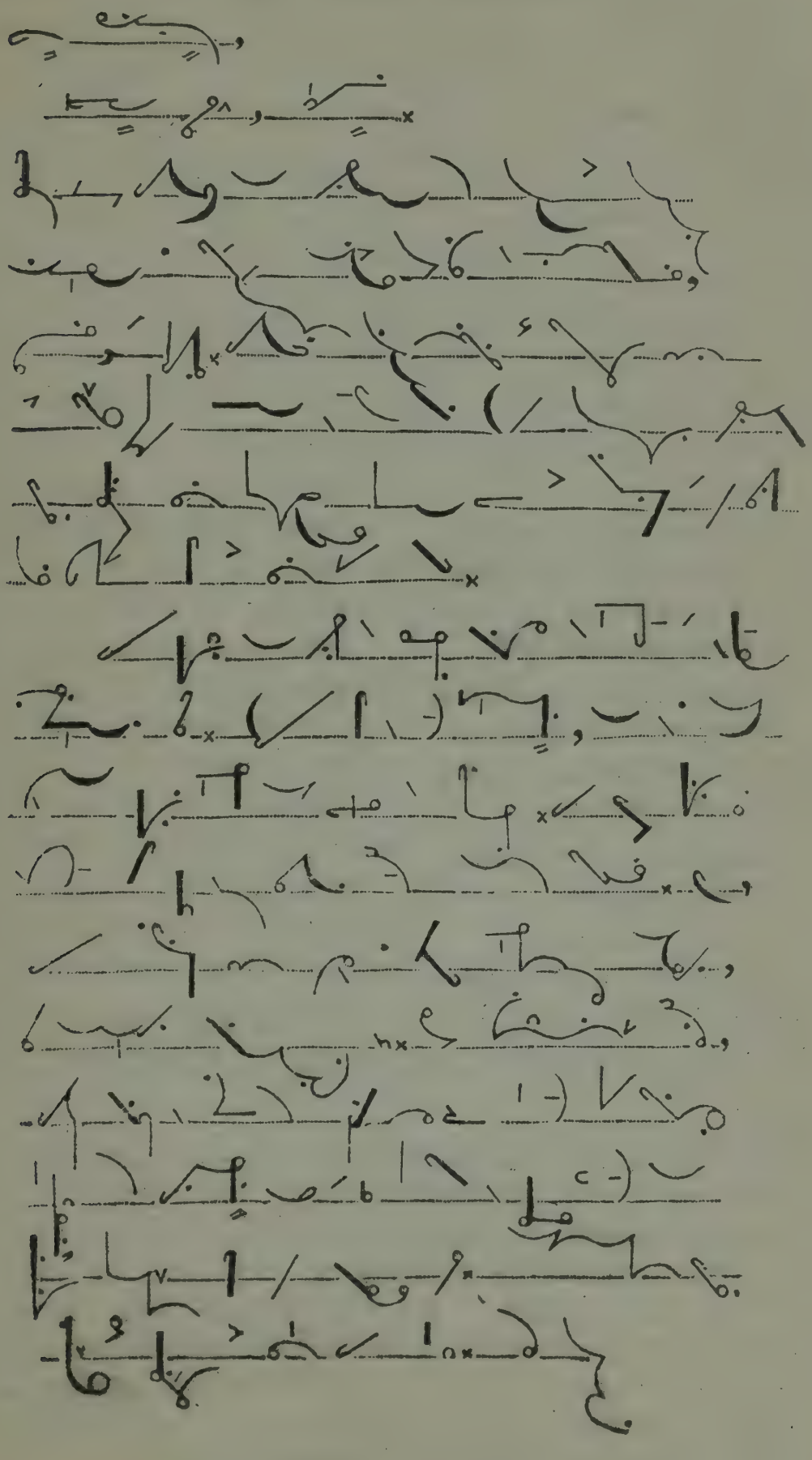
Clive showed in his youth the qualities of a heaven-born General and in-course-of-time he became a famous monarch and statesman. He-was primarily known for-his unfailing courage, remarkable wisdom and resource-fulness. He-was averse to intrigue and treachery. He-was successful in maintaining peace and happiness in-his dominions.

In a dismal and doleful voice he-was crying out for charity over and over again, but-the people who-were passing near him were heedless of all-his entreaties.

Mr. Stephen Blackman had to stop-the sale of-the sewing machine till Friday noon, as the customer's valuation for it was far less than his own.

Read, copy and transcribe :—

Exercise 42



CHAPTER XIX

ALTERNATIVE FORMS FOR FR, VR, thr, THR, FL AND VL

The following are the rules for the use of the two forms of fr, vr, thr and THr :—

Left curves	Right curves
1. When fr, vr, thr or THr standing alone is preceded by a vowel or the prefix con-or com-	When fr, vr, thr, or THr standing alone is followed by a vowel
2. When T or D is joined to fr or vr	When t or d is joined to thr or THr
3. When the hooked curve is preceded or followed by a straight stroke written towards the left	When the hooked curve is preceded or followed by a straight stroke written towards the right
4. When the hooked curve is preceded or followed by a curve written with the left motion	When the hooked curve is preceded or followed by a curve written with the right motion
5. When fr or vr precedes a straight stroke hooked for l	When fr or vr precedes a straight stroke hooked for r
6. In words commencing with "for" the left curve is generally used	When fr is hooked finally for n and followed by a convenient downstroke The right curve is used when more convenient

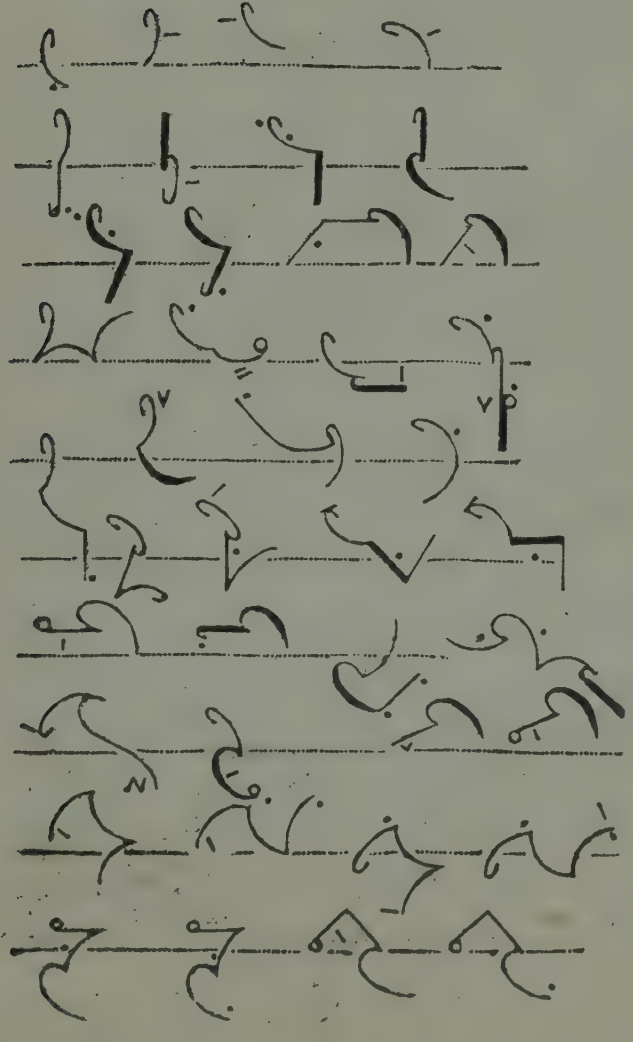
Fl–Vl :—

The right forms for fl-vl are employed after straight upstrokes and horizontals except m. In other cases the left curves are used. In some cases a distinction is made between the adjectives ending in -ful and the adverbs ending in -fully ; thus, Lawful (f and downward l) Lawfully (f and upward l) Wilful (f and downward l) wilfully (f and upward l). Sometimes the hooked form is retained for both adjectives and adverbs for the sake of facility ; skilful, skilfully, hopeful hopefully.

ILLUSTRATIONS

Ether throw offer fro
Thirteen dethrone afraid driver
Average virgin recover rover
Thermal France frugal fratricide
Thrifty thrive panther fresh
Frenchman frontal forbear forget
Scuffle gravel chivalry inflamable
Wall-flower frivolous rifle hovel
Lawful lawfully wilful wilfully
Skilful skilfully hopefully

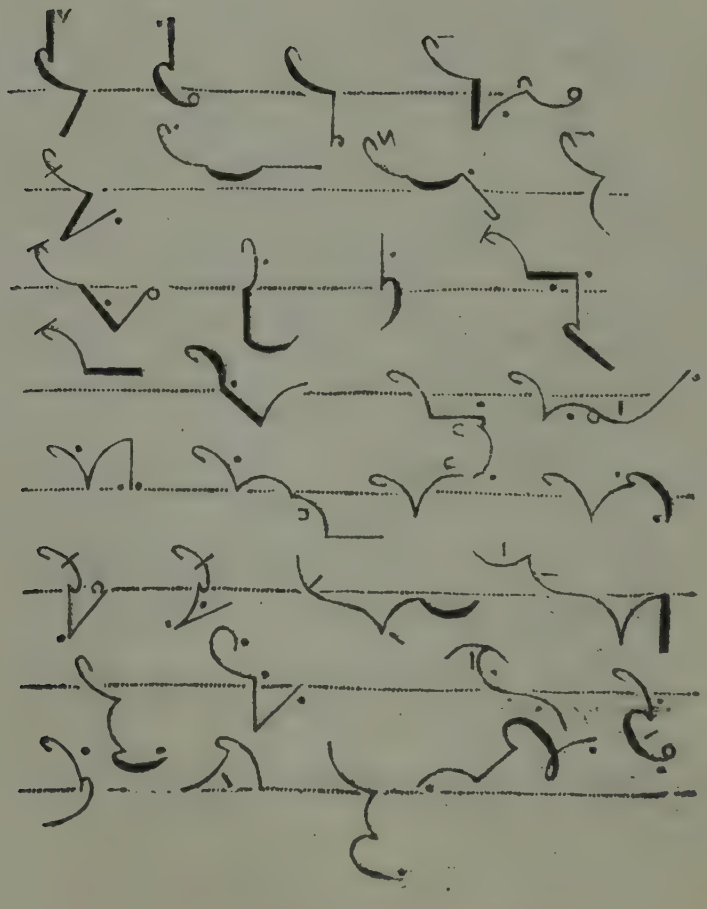
Key



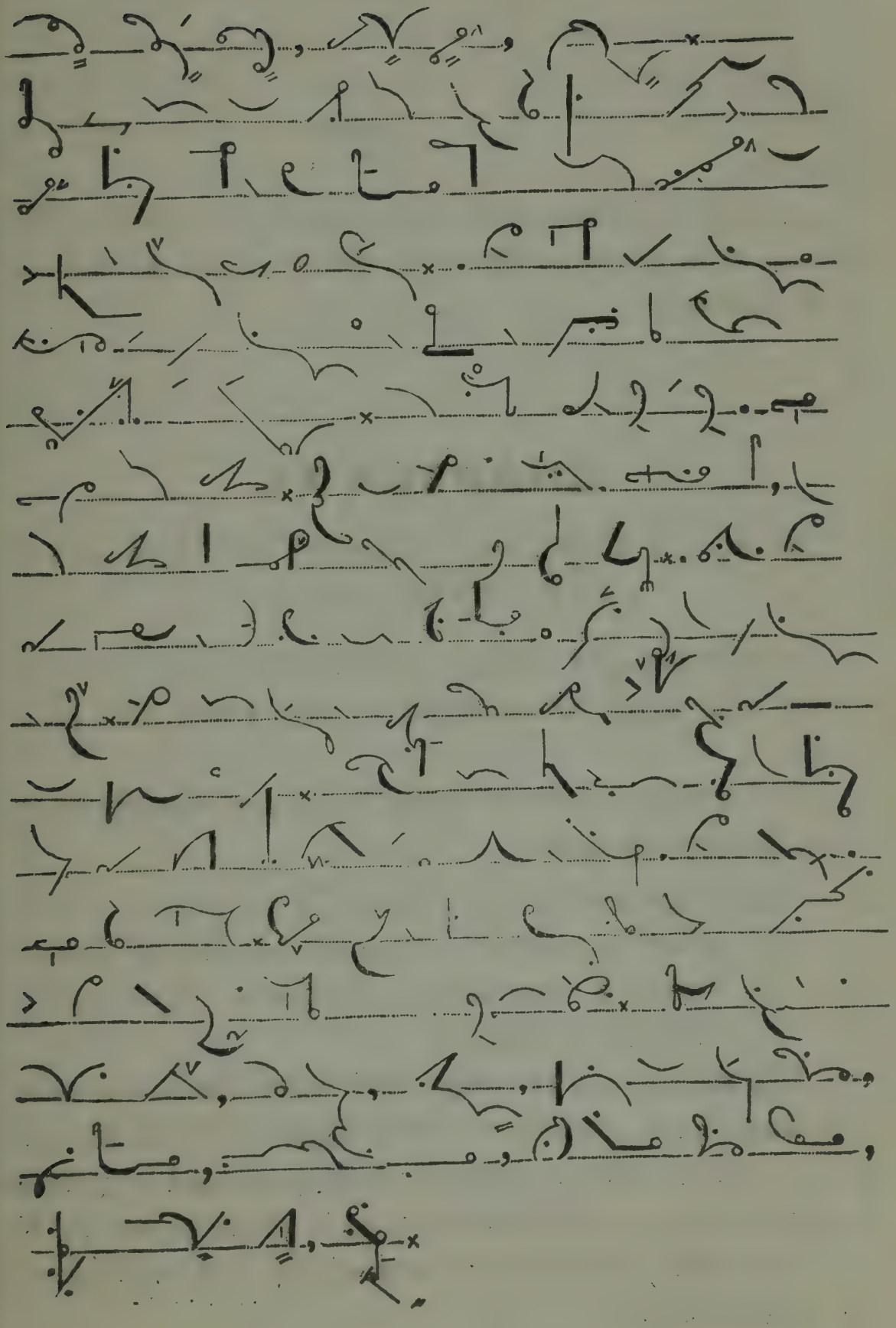
Exercise 43

Otherwise athirst diverge frighten fruity Jefferson Effervescence marvel pilferer profligacy proffer feverish Freckle fribbler threatening frolicsome freehold framable Waverly hemisphere frontispiece frenzy furnish soever Cavalry unflagging flattery flippancy flourishing flesh-colour Flexible fluctuate forgiver forejudge forwarder atmosphere forswear forenoon removal survival fletcher influx woefully silverlock fragrance throttle buffer verbose

Exercise 44



Exercise 45



Questions:

State the rules, with suitable examples, for writing the alternative forms of Fr, Vr, Fl and Vl.

What do the strokes R (down) and S represent when hooked initially? Illustrate their use with examples.

(Sr) What is the method suggested in the Shorthand Instructor to secure distinction between an Adverb and an Adjective?

CHAPTER XX

JOINING OF CIRCLES AND LOOPS TO INITIAL AND FINAL HOOKS

When straight strokes are hooked for r or n, the circles and loops are written on the same side as the hook.

The circle S and the initial hook are clearly shown in the following cases:

1. When the straight stroke is hooked for l, f or v
2. When the curve is hooked initially or finally
3. When S preceding a double consonant is sounded medially

The stroke r or l is employed when the consonantal structure of the outline makes it impossible to show the hook or when the sw circle or st loop cannot be prefixed to the initially hooked strokes, as in musical, recital etc.

When skr follows t or d the circle s is written with the left motion.

R hook is omitted when skr follows p or b or when spr, str follows m hooked for n, as in administrative, ministry, etc.

USE OF NS

After a straight stroke ns is indicated by continuing the hook n so as to form a small circle as in 'glance' and its derivatives 'glances and glanced' are formed by changing the hook n into a large circle or st loop. There is no necessity for writing stroke n and circle s as is done in the case of curves.

Whereas, in the case of curves, ns is indicated by stroke n and circle s, which affords a convenient method of forming the derivatives as in 'immense (root word) and its derivatives immensely, immensity and immenseness'. Similarly in 'announce (root word) and its derivatives 'announcing, announced, announcement and announcer'.

When a word ends with the light sound of ns after curved strokes, the stroke n and circle s are used, thus lance, fence etc.

When a word ends with the heavy sound of nz after curved strokes, the hook n and circle z are used, as in baloons, fens, shuns etc.

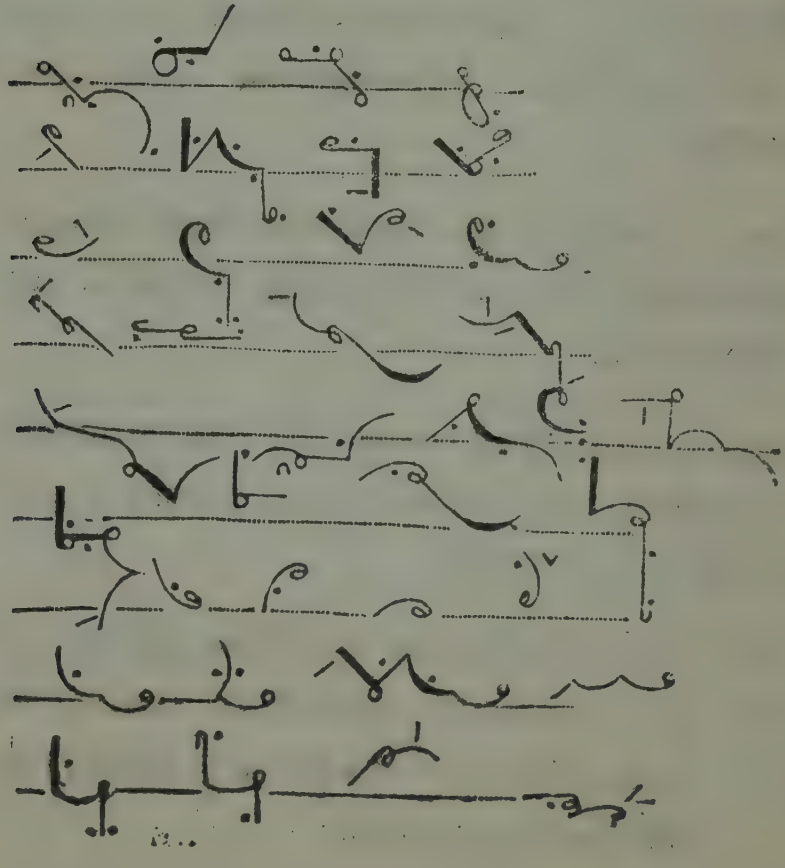
Note :— Words with the final sound of ns (light sound) are generally primitive words ; those with the final sound of nz (heavy sound) are generally derivative words.

Ns circle is not employed medially as in 'transit, density'. It is employed medially when ns occurs between an upstroke and m as in 'ransom, lonesome' or between k and m (kinsman)

ILLUSTRATIONS

Supremacy swaggerer six-pence spinsters
Supple derivatives seclude behaves
Sooner civility balloons severance
Prosper classical offspring unobtrusively
Forcible musical receiver customer
Disgraceful tasker mainspring administrative
Fens lens means assigns
Fence essence observance nonce
Density transit ransom kinswoman

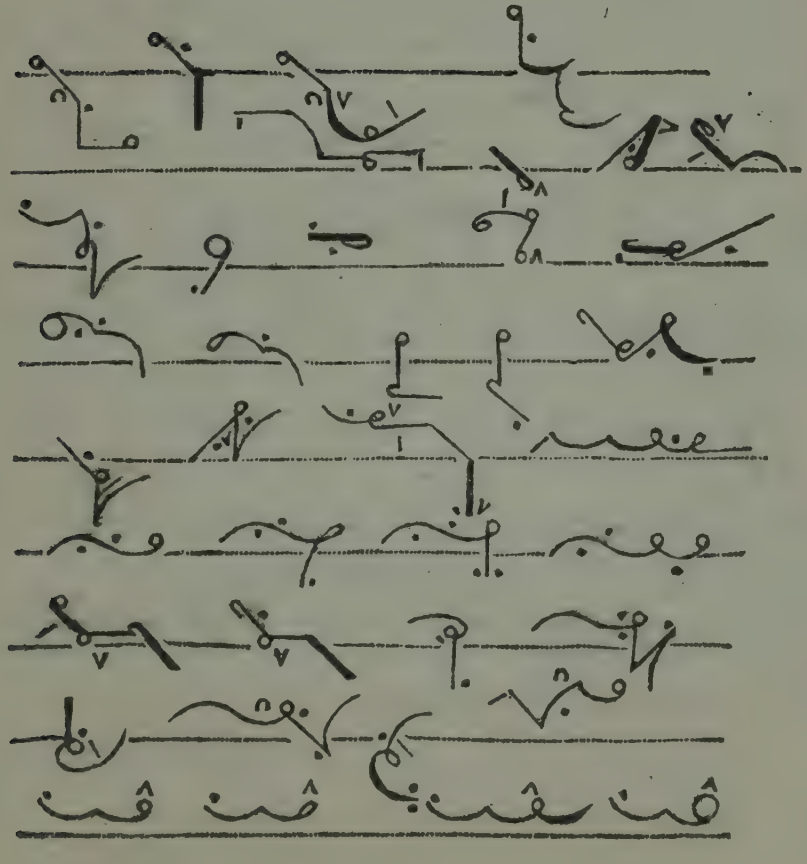
Key



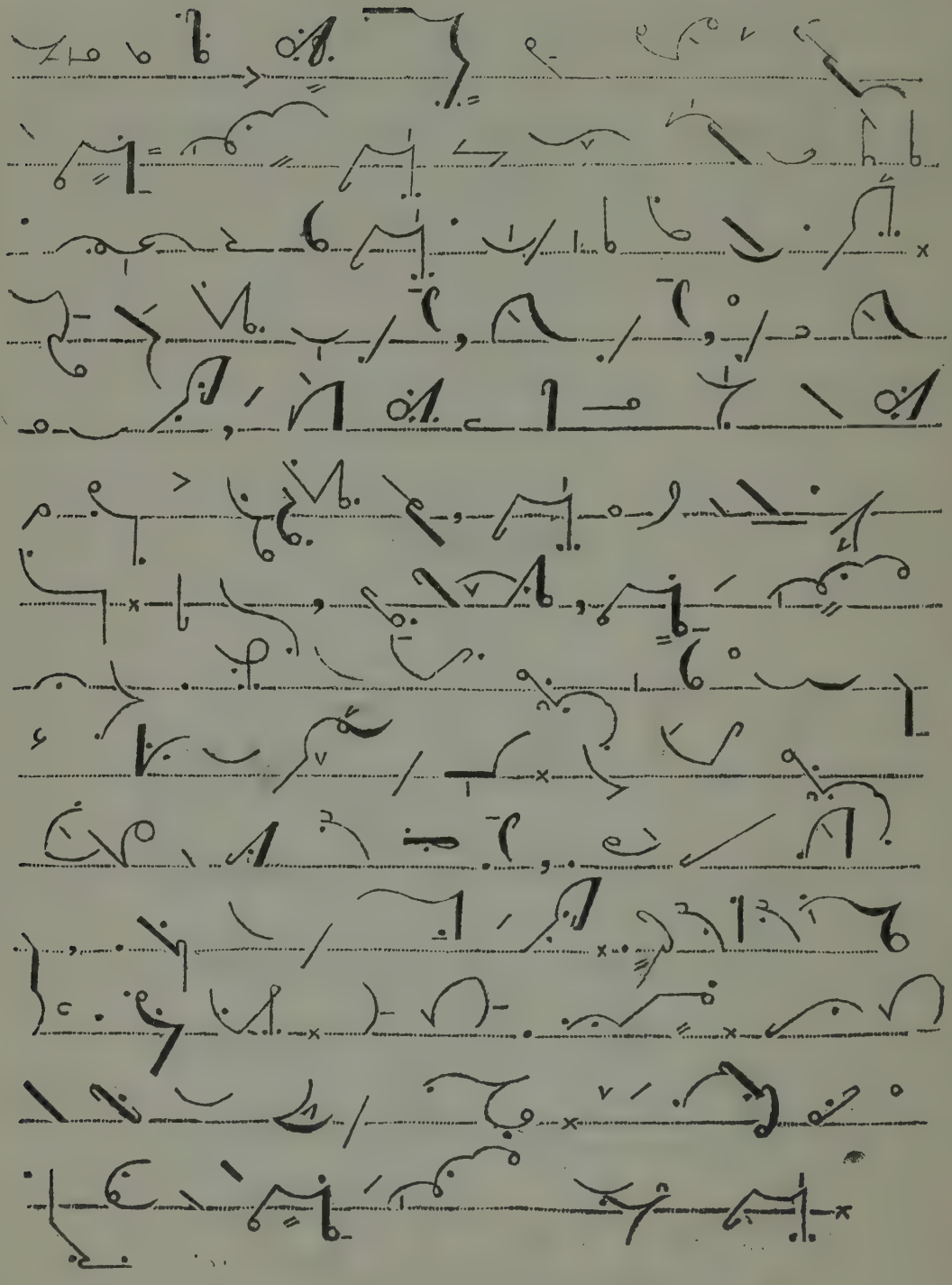
Exereisc 46

Stupor superhuman straw-berry stretcher strongest Sweet sweeter pens bounce bounces dance danced retain penitence regains bargains against askance cyclist reserves bluffs housewife's distressing exclaim gastric expressing Upstrokes explosive cross -ways race-ways glassware flexible invincible ministry prescribe lance violence offence kinsman

Exercise 47



Exercise 48



Exercise 49

If any foreign assistance is denied to-me, I-feel no fear of any attack of-my religion from the Ali Brothers and their followers and-in truth I base this security from fear first upon Almighty and-His promise of safety to every creature of-His who endeavours to walk in-His fear and then upon the trustworthy behaviour of-the Brothers and-their followers. And so the Hindu-Muslim unity is possible, if only they have true and deep faith in-themselves. They should share in-each others joys and sorrows and should ignore petty skirmishes. Even drinking out of-the same cup or dining out-of-the same bowel would scarcely coalesce the two. But reciprocal patience and forbearance can alone serve as a necessity for-all time and for-all races in-general and necessarily a linking factor.

Question :

The small circle added to the hook n attached to curves represents the sound of z. Where the light sound of ns follows a curve, it is expressed by a stroke and a circle. What is the effect of this rule and why is it not applied to the sounds of ns or nz following a straight stroke ?

CHAPTER XXI

COMPOUND CONSONANTS

The Compound Consonants are eight in number : They are kwa, gwa, wl, whl, mp-mb, lr and rr.

KW (Kway) and Gw (gway) are formed by attaching a large initial hook written with the left motion to the strokes k and g respectively.

Kw is not employed in the case of 'quality, qualify' and their derivatives. This is just to avoid lengthy or awkward forms.

When gw occurs medially before sh, as in 'anguish languish' g is omitted and w is indicated by the left semi-circle.

Wl (wel) is formed by adding a small initial hook to l.

The initial hook of the stroke w is enlarged when the aspirate H is added to it (Wh). Similarly the small initial hook attached to L is enlarged for the addition of H. (Whl)

L (downward) and R (downward) are thickened for the addition of R.

L or R is thickened for R when downward L or downward R is employed in the root word, thus full-er, repair-er etc. L is thickened for R after v, sk and ns, thus valour, scholar, chancellor.

The thickened forms of Lr and RR are not employed:

(1) when a vowel occurs between l-r and r-r or when a vowel follows lr and rr as in chancellory, foolery, failure, career etc.

(2) When the stroke l is written upward in the root word: deal-er, boil-er, toil-er

(3) When l hook is employed in the root word, thus: peddle-r, feeble-r.

(4) After the explodents and m: popular, tabular, collar, mirror, similar etc.

(5) When rr occurs after two downstrokes 'deplorer'

(6) In distinguishing outlines 'purer (up R doubled) poorer (R thickened)

M is thickened for the addition of p or b. When pr-pl, br-bl following m is not intervened by a vowel, m is not thickened for p or b as in 'impress, emblem'. But in the case of 'impel, embarrass, m is thickened as there is an intervening vowel. M is not thickened when a vowel occurs between m-p or m-b as in mob, map

The Compound Consonants are not formed by a common principle unlike Double Consonants, such as pr, pl, br, bl etc., in the formation of which there is uniformity.

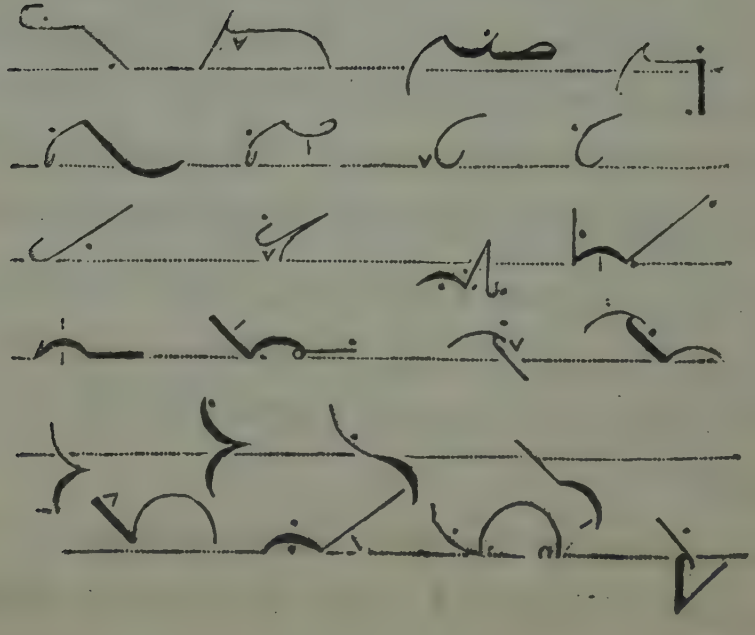
The diversity in the construction of Compound Consonants is observed in the following respects:

Some compound consonants are prefixed by a large hook. L is the only one stroke that is attached by a small initial hook. Some strokes are hooked and some are not. Some strokes are thin and some are thick. The Compound Consonants are written in all the three directions.

ILLUSTRATIONS

Equip require linguist liquid
Well-being well-known while whale
Where awhile imperative temporary
Humbug bombastic imply emblem
Fuller valour fairer poorer
Boiler Emperor failure pedlar

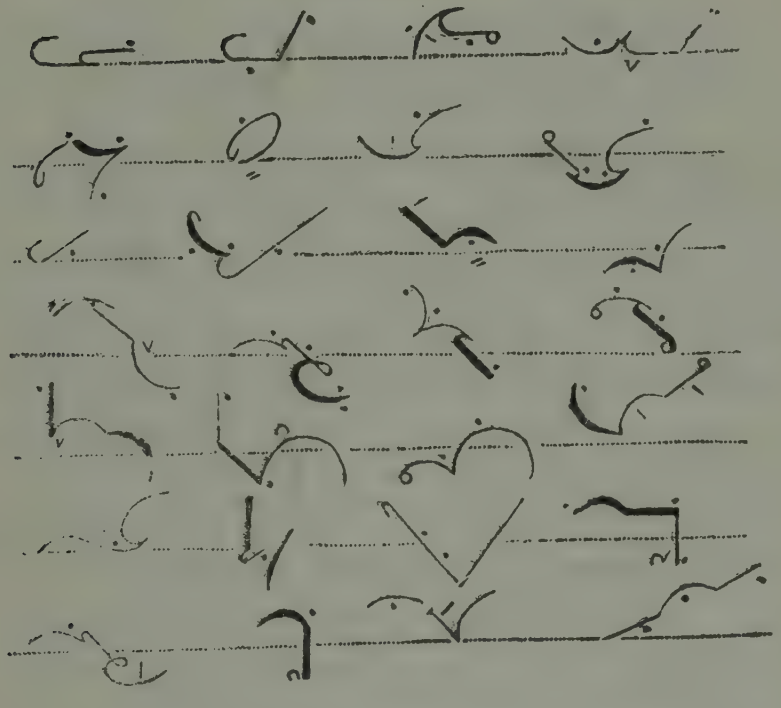
Key



Exercise 50

Obliquity quarrelsome Gwalior quasi quil-driver Earthquake soliloquy qualitative equality Asquith tranquility lingual sanguinary whirlpool farewell-everywhere whimsical Wellingdon commonwealth wall-flower unwillingly free-will waylaying bewail awhile overwhelmingly fly-wheel secular peninsular popularly chancellory book-seller valuer preparer muffler poorer repairer wolverhampton ambiguity purer impenetrable embellishment mobilize amply

Exercise 51

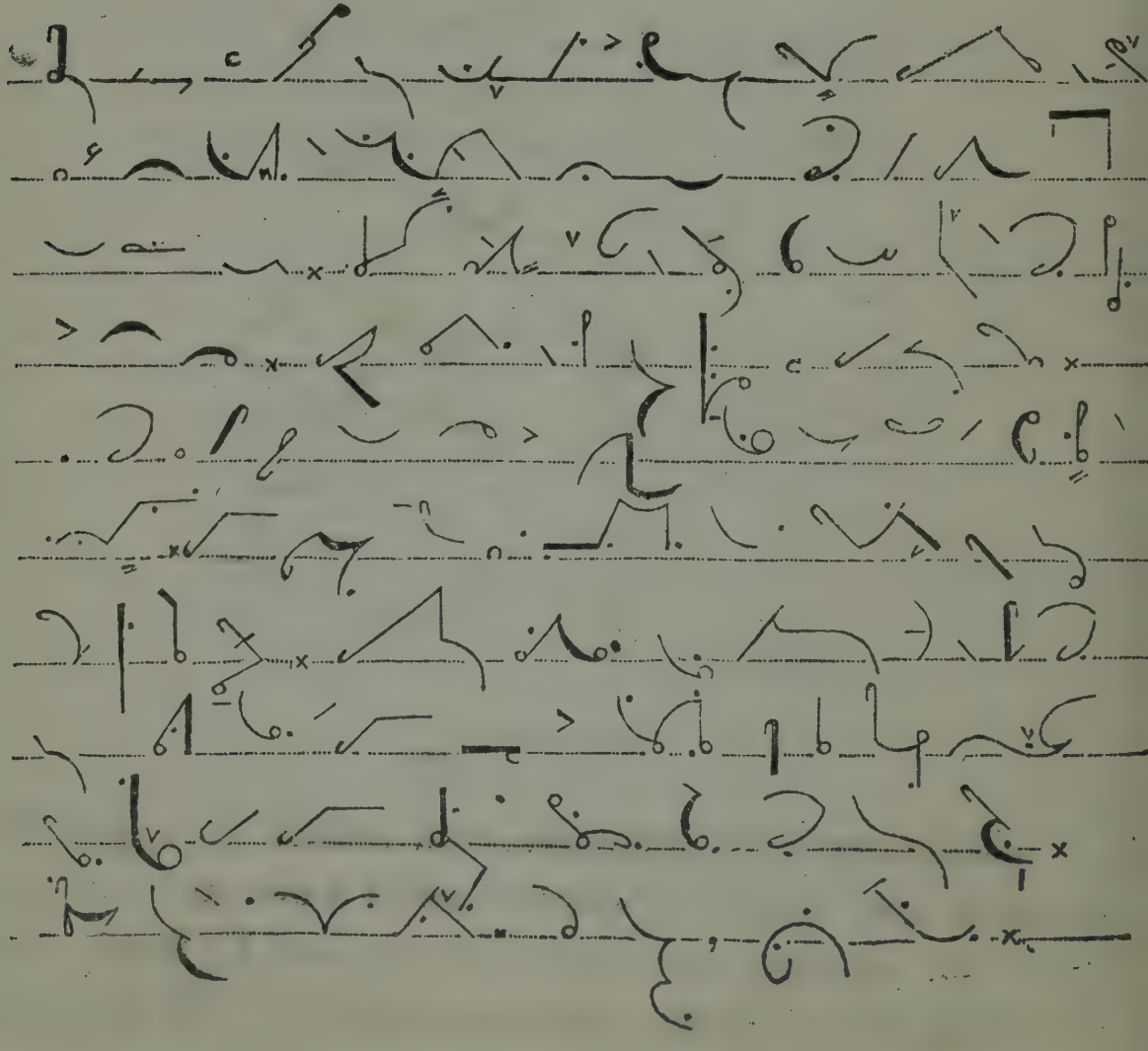


Exercise 52

I-thank-you very sincerely on behalf of Lady Wellingdon and myself for-the cordial welcome you have given us on-this our first visit to-your College. Ten years-ago the College came into existence with a view to

create facilities for-the education of-the royal members and- I-am highly pleased to observe-the laudable work of-this- College since-the period of-its inception. The Principal has, in-the-course of-his address, expressed his fear of-the withdrawal of-the maintenance allowance, which-the College is enjoying, as I-am-aware of, for-the past four years. I assure you of-its continuance when circumstances prove better. You-are already aware of-the huge burden imposed on-the Exchequer. As-your College exists mainly for-the education of the aristocratic class, there-is-no reason why you-should feel so-much embarrassed as-to-the question of-its stability.

Exercise 53



Exercise 54

George Stephenson was born on the 9th of June 1781 in a village of Wilam near Newcastle, 8 miles west of New-castle. He-was always playful and took a fancy in showing his strength. Taming-the animals was one of-his cheerful activities. At the age of 17 he became an engine-man and was always devising some labour saving appliances to economise his work. The desire to-learn more of engines was-his powerful stimulus. He-was a man of first rate abilities as an engineer. His first engine was done on 25th July 1814 which easily carried 50 tons of-loads uphill at 4-miles an hour. The official name of-the engine was "My Lord". He got a large-sum-of-money for his improvements on Davy's Safety Lamp. The first rail of Stockton and Darlington Railway was laid near Stockton in May 1832 and Stephenson soon became the Company's engineer at a high salary. The opening of his line was enormously increased from-the new traffic. He, had his-own factory in Newcastle and willingly chose-the Newcastle men as engine drivers on-the Liverpool and Manchester line. He-was always busy with important-improvements. Among-these improvements were the linking of-the wheels in the engine making them firmer on-the rails, the closer fixing of-the fire-box to-the boiler, the use of spring frames for-the carriages etc. By such a continued appliance of new ideas, travelling by rail soon became much safer and quicker, and in-course-of-time railways marvellously increased in number. "He-has in him" said Emerson "the lives of many men. It-is-worth crossing-the seas to have seen him alone, He-has such

a native force of distinctive qualities and vigour of mental power". He had in-him remarkable virtues such-as, generosity, pluck, energy, obstinacy, perseverance, which he highly valued while he-was young. As a business-man he was shrewed. His prudence and honesty were manifest during-the speculative years of 1844 and 1855. He-was a thorough workman and was conspicuous for-his genuineness and simplicity.

CHAPTER XXII

SHUN HOOK

The termination shun is variably spelt -tion,-sion,-cian -sion etc., and there is no suffix -shun in English. "Shun" literally means "to avoid". The shun hook is irghtly named on account of its contrariness. It is also described as a "Misanthropical Hook",

The direction of shun hook is governed by (1) Principle of Balance (2) Principle of Vowel Indication (3) T, D, J Rule (4) Similar motion (5) Forward movement.

When a straight stroke is initially circled, looped or hooked, the shun hook is written on the opposite side of the attachment, so that the stroke may not become a curve in rapid writing. The observance of this rule helps to balance the straight stroke and keep it straight.

In conformity with the Balance Principle, the shun hook in k and shun, or g and shun, is written away from the curve f, v or upward l immediately preceding k or g.

In the absence of the initial attachment prefixed to straight strokes the shun hook is written opposite to the vowel immediately preceding the termination shun, except in the case of three *simple* strokes namely T, D and J. The observance of this rule helps to locate the presence of the vowel without its actual insertion: (Principle of Vowel Indication)

The shun hook following simple t, d or j (i.e., not initially hooked, circled or looped) is written on the right-hand side of the stroke in order to give a more forward movement to the hand. Besides there is no advantage in changing the direction of the hook, as the presence of a vowel is always necessary between t, d or j and shun. (T. D. J. Rule)

In the absence of the initial attachment and the final vowel immediately preceding shun, the hook is

written in such a way as not to imply a following vowel and it is written in a forward movement.

There is another method (Third method) of representing shun; that is, by writing a small hook in continuation of the small circle which precedes, as in Sensation, precision etc.

The Shun hook is not employed when a triphone precedes shun. The observance of this rule facilitates the distinction between the words having the same consonantal structure. Thus, situation-station, evaluation-volition, attenuation -attention ; evacuation-eviction etc.

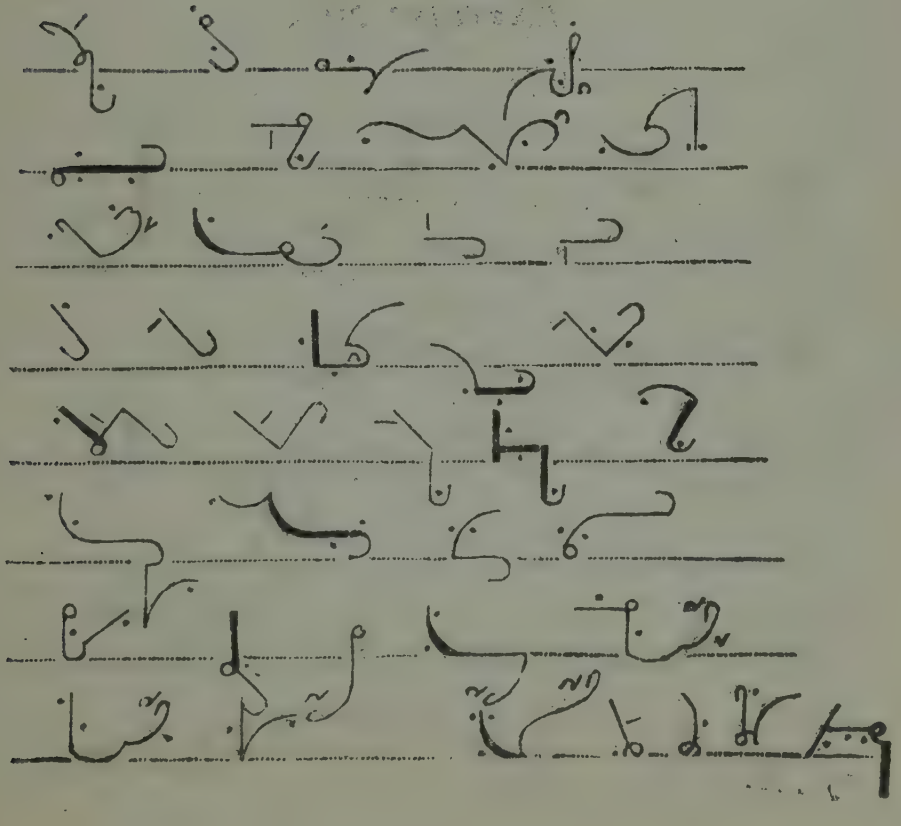
In the following cases the hook shun may be retained in spite of the triphone occurring before shun, as the resulting outline is not likely to clash with the outline for some other word, thus: perpetuation, fluctuation, etc.

The following are the cases in which stroke sh and stroke n are employed in order to accommodate the insertion of the final loop; thus, conversationist, processionist etc.

ILLUSTRATIONS

Frustration conception sectional constitutional
Segregation cohesion manipulation nationality
Appreciation vaccination auction caution
Passion option educational irrigation
Operation absorption apportion optician
Degradation magician affectionately navigation
Election selection stationary dispassionately
Situation evacuation extenuation attenuation
Evaluation position cessation transitional
Requisitioned

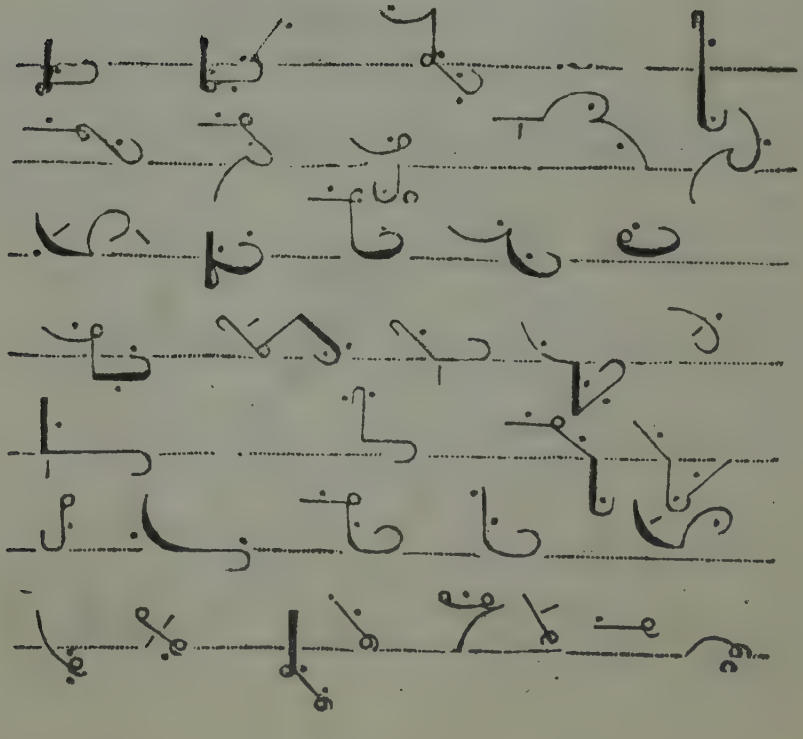
Key



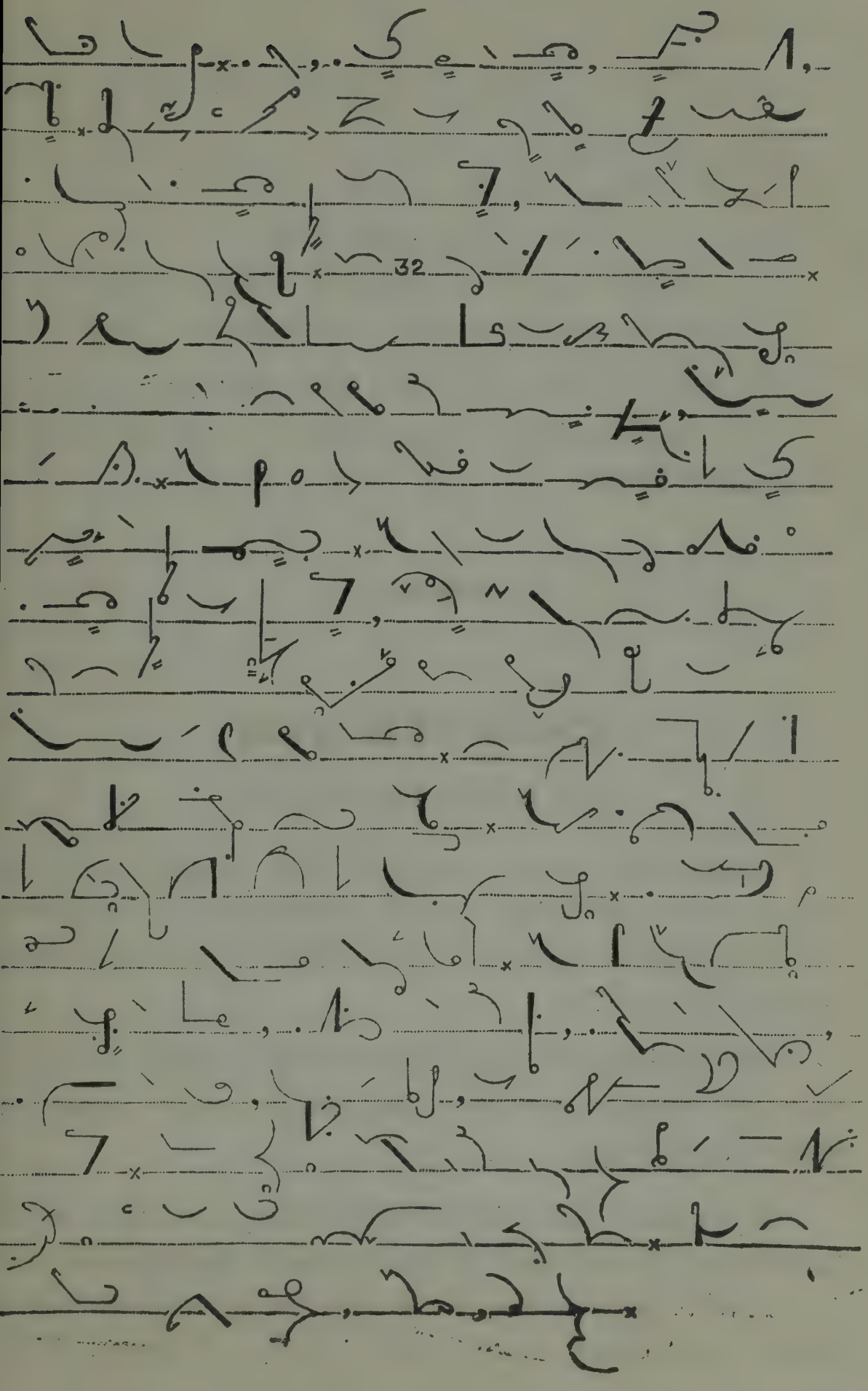
Exercise 55

Elimination completion recitation appropriation
Pensioner inoculation initiation approbation
Occupational hypothecation sensational authorization
Indecision revolutionary amplification impressions
Electrician exploration declaration comprehension
Conservation popularization examination litigation
Hesitation stipulation constipation adoption
Persian partition fashionable manipulation
Deviation resignation communication specialization
Application gravitation perpetuation commendation
Separation obligation electioneer nomination
Conscription conversational suggestion question
Prediction elaboration quotation mentionable
Isolation divisional

Exereisc 56



Exercise 57



Questions:

What general principles govern the use of shun hook ?

Briefly explain the TDJ Rule.

Examine thc following statement :

The shun hook is called a 'Misanthrope' – a hater of its fellows and it deserves the name"

Explain with examples how shun hook is employed.

Point out the different methods of representing the termination shun.

CHAPTER XXIII

HALVING PRINCIPLE

Strokes are made one-half their usual length to indicate the addition of t or d. Light strokes occurring in monosyllabic words are halved for t only and heavy strokes for d only.

The strokes are halved for t or d in words of more than one syliable and in words ending with a hook or joined diphthong.

R standing alone is not halved for t, as it represents half-length ch and also its small length clashes with the logograms *and* or *should*. It may be halved when it is joined to strokes initially or finally. Upward R is

halved for D :—

(1) after a circle or a hook (answered, preferred)

(2) after the strokes G and upward L (geared, coloured)

(3) medially if more convenient (subordinate, absurdity)

The half-length curves m, n, l and r are thickened to express the addition of d.

The strokes ng, mp-mb are halved for t or d when hooked initially or finally.

L is not halved for d when the final ld follows s, sh, m, mb or the straight stroke followed by circle s or when ld is initially hooked or ticked for h.

Two unequal or half-length strokes are not joined unless the point of contact is clearly shown. For the sake of legibility the stroke t or d is written or the stroke halved is disjoined as the case may be. The stroke t or d is written in distinguishing outlines and when a vowel is finally sounded.

When half-sized h stands alone, it is written upward. But when joined to another stroke it is written downward.

When st follows shunk hook, the stroke s is halved and written upward or downward as the case may be. (progressionist: (st upward) evolutionist: (st downward)

Half-sized n is used for "ment" when m halved and hooked for n, cannot be conveniently joined.

Halving principle is used in phraseography to represent the words ward, word, it, yard, would, not, to.

The following are the cases in which the Halving Principle is not employed.

(1) In monosyllabic words the thick strokes are not halved for t and the thin strokes for d (brought, speed)

(2) Upward R standing alone is not halved (Rate)

(3) When a triphone precedes t or d (fiat, diadem, avowedly)

(4) To avoid difficulty of vocalizing (battalion epitomist)

(5) When t or d follows simple mp-mp and Ng (belonged, imbued, wronged, impute)

(6) When a vowel occurs between ld and rd (followed, borrowed)

(7) When ld is initially circled, looped, hooked or ticked for h or when ld follows s or sh (sold, swelled, styled, wild, hold, assailed, shelled)

(8) When an angle is not formed by joining two strokes of unequal or half length strokes (fact, intimate, minute, navigate)

(9) When a vowel is finally sounded (pity, fatty)

(10) In distinguishing outlines (regret-regard) inevitable-unavoidable etc.)

ILLUSTRATIONS

Abode God fight pat dead cart aged

Got blot vote fade chid bat boat

Around applied occupied assigned abstained possessed determined

Route rate port mart written writing

Grandson amidst old-age emerald shared fold

Scampered hampered imbued dampened instinct drunkard angered

Muzzled shield assailed house-hold walled hold

Referred coloured geared deferred preferred answered

Navigate cricket aptness paid to-nigtt needy illustrated

Giant prediction protection separate support inevitable unavoidable

Sacred secret regret regard heartily hardly

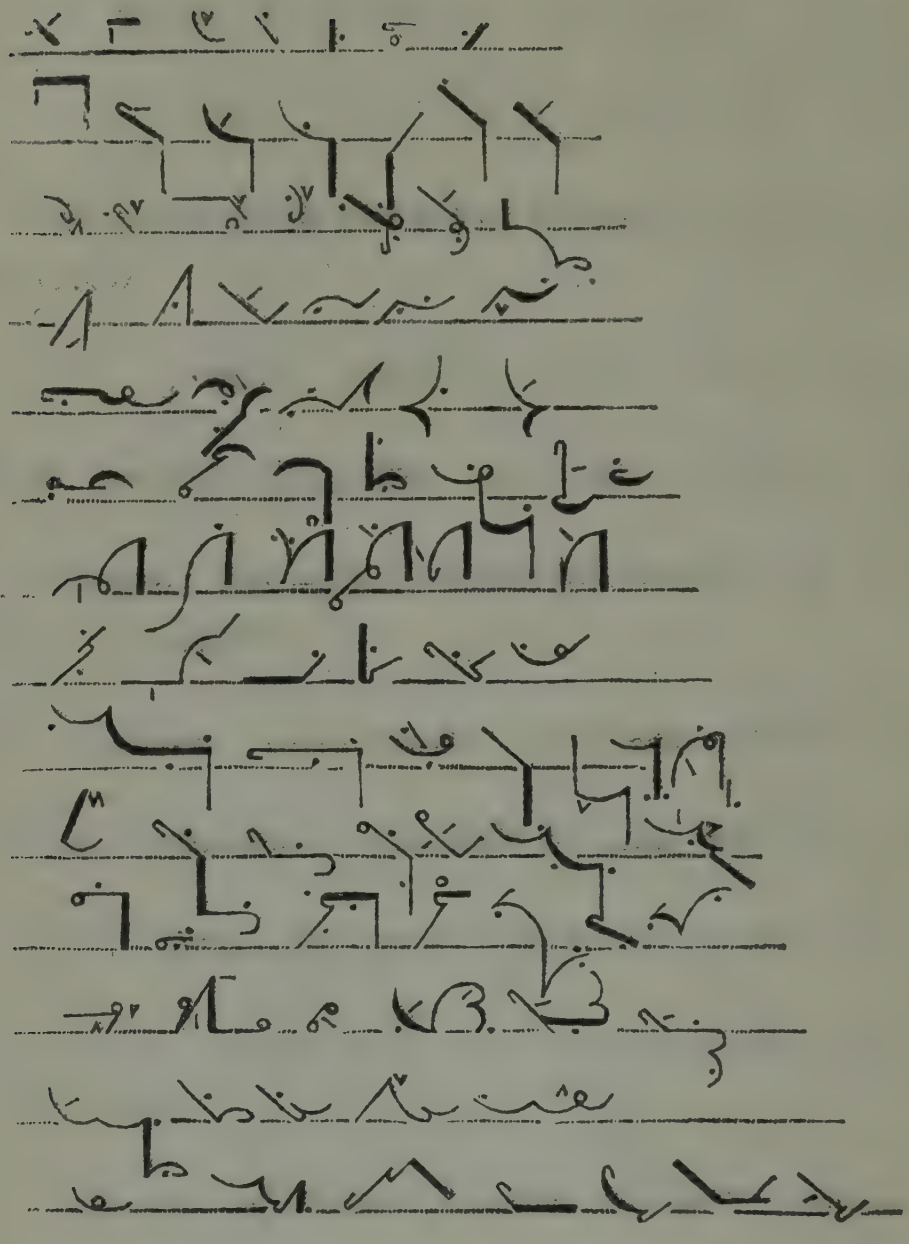
Cow-hide heterodox hunts evolutionist progressionist protectionist

Fundament payment pavement refinement announcement

If it is not, In thought, word and deed, we would be, able to go ;

Every word ; backyard upward

Key

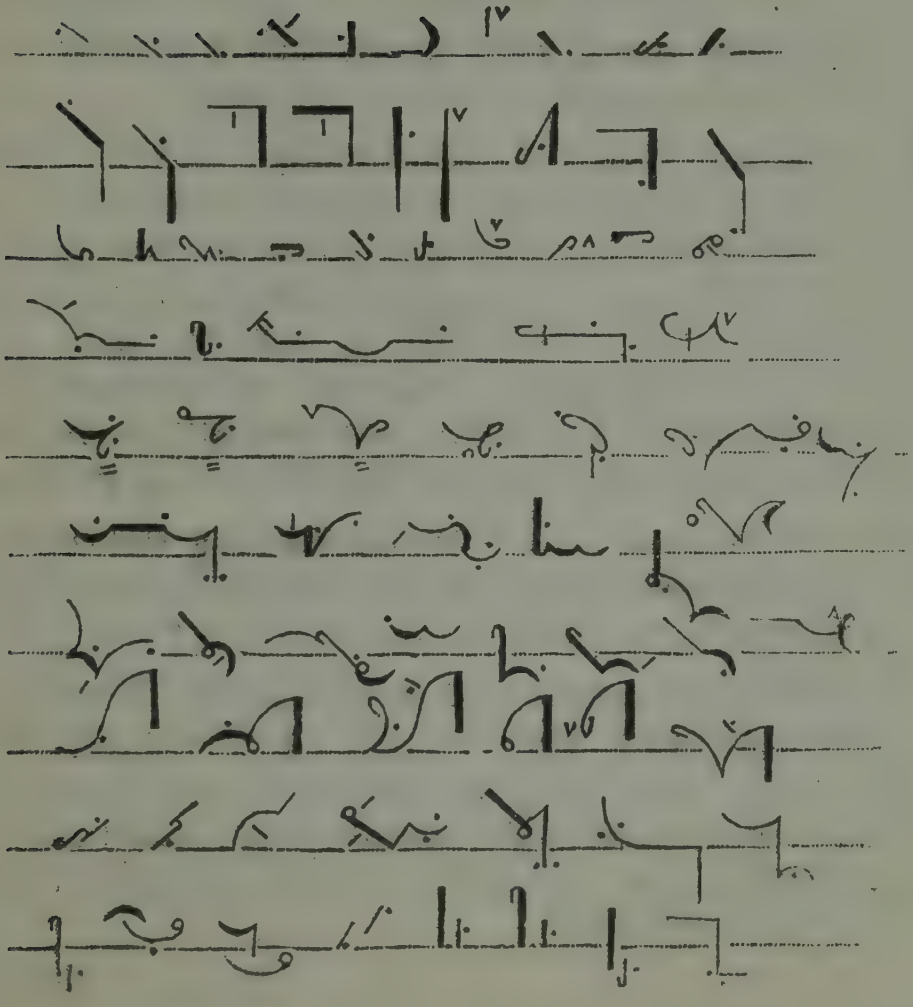


Exercise 58

Art sweet-mart part freight void antiquity despotism political accountant remodelled corroded fullfilled full-aged strengthened secluded authenticate motored concerned intensity integral certainty caricatured purport endlessly profound quickened protestantism arduous reverred prepared idiomatic God-is-good

dedicate Dryden attendant commencement vacant resentment dwarfed battalion heavenward gravity heterogeneous stationed fashioned candidate situate avowedly situated detached stupid multitudinous latitudinarian limpid fingered wronged belonged twilight artillery haphazard north-eastern bed-post impoverished tennis-court death-bed aptitude reared morbidness stranded emphasized criticized acute positioned artillery-men book-account unprecedented mitigate steamed esteemed.

Exercise 59



Exercise 60

At a mamoth gathering at-the Cafe Royal Regent Street, London,the staff of Pitman House and Pitman's College, Southampton Row, London, honoured and cheered Mr. Alfred Pitman for having completed his fifty years of-the closest personal connection with-the House, which-was founded by-the late Sir-Issac-Pitman of revered memory; and presented him with a golden clock suitably inscribed and an album recording-the following comlpimentary r e m a r k s relating to-the honourable and hard service rendered by-the house under-the personal supervision and able guidance of Alfred Pitman.

Dear Mr. Pitman,

We the undersigned members of-the Board and-the Staff of Pitman-House and of Pitman's College, beg to-take this particular-opportunity to offer our most cordial congratulations upon-your completion of fifty years of-your closest connection with-the House.

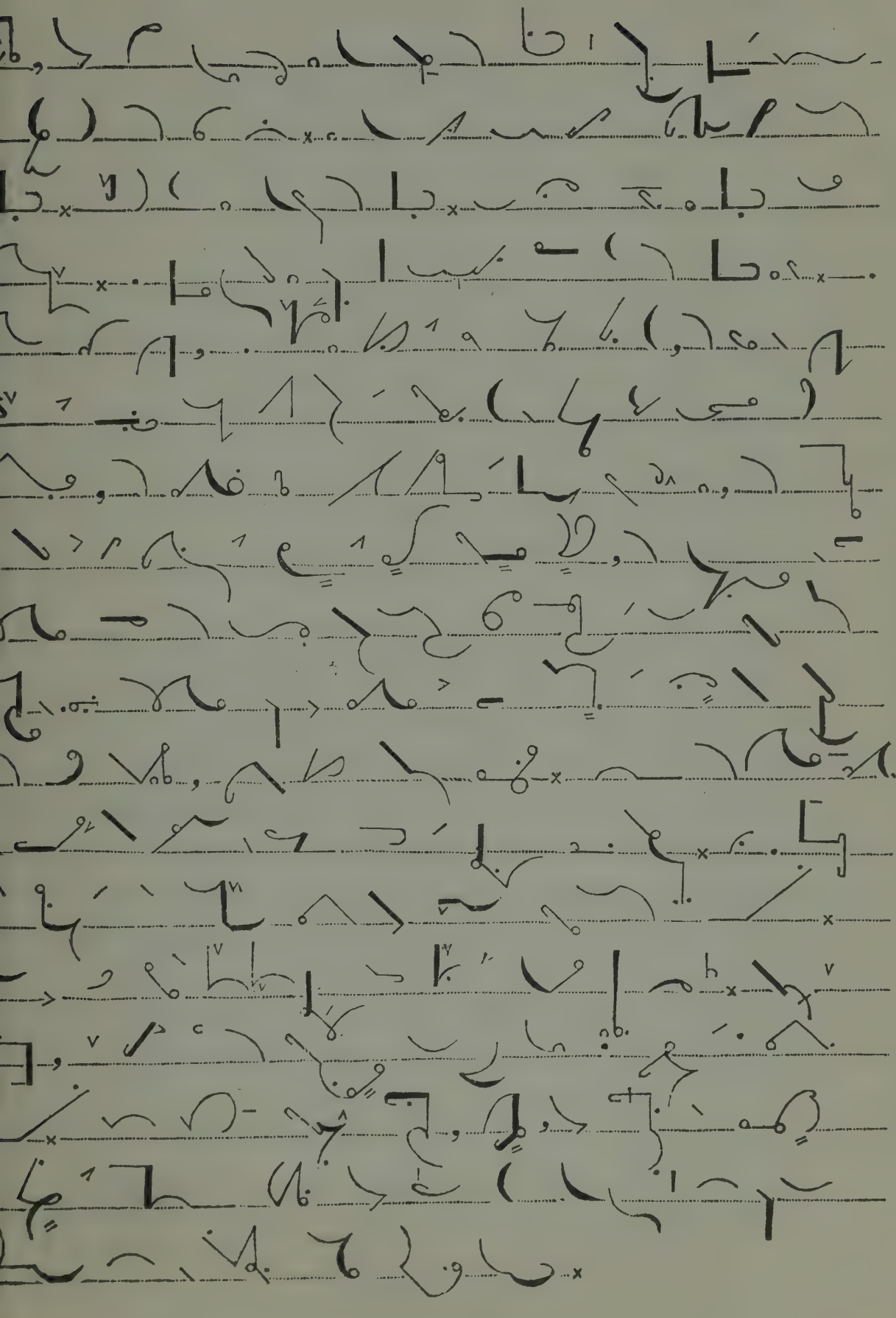
We-realize that-the prosperity of-the House of Pitman, its consistent and constant expansion during-the past half century, not-only in-this-country but over-seas, have-been due, in a large measure, to your remark--able-abilities, your breadth of vision, and perhaps, most of all, to your great courage, which have enabled you to foresee and to explore successfully possible avenues of a greater expansion of the Firm's activities.

We assure you that your unceasing devotion to-the uplift of-the House and your unwearying personal efforts for-its welfare have been an inspiration to us all.

We offer you again our best wishes. We-hope that-you-may-be blessed with health and strength for-many years to-come, and we-trust-that-you-may long continue to-give to-the House with which your name is inseparably connected, the benefit of-your mature experience and your ripe wisdom.

Yours sincerely,

Exercise 61



Exercise 62

Dear Sirs,

We-are extremely obliged for-your courtesy in sending your agent to-our firm to discuss about your intended trade with us in blue serges, for which we hold-the sole agency in-the west of-England.

We-believe you-are duly in receipt of-the samples sent for-your approval on-the 2nd ult., with our handbills for wide distribution in-your province. If-we-do-not hear from-you, we-will take-it that-the sample has met with your approval. You-will-be-pleased to-learn that-we-have received excellent reports from several of-our customers as-to-the high quality supplied by us.

With regard to the Amsterdam Tweed, we-are-pleased-to-state that-the same is out-of market at-the present time. We-have-however tried with other firms here to get-the same. Messrs. Howard & Sons, piece-cloth merchants in-this-town, called on us last-week and told us that-they-had about 100 yards for-sale. However, we anticipate a fresh consignment about a week or so and we-hope to meet your requirements in-a-few-days.

Awaiting your prompt reply,

We-are, Dear Sirs,

Yours faithfully,
CHURCHILL & SONS.

Questions:

What are the limitations to the halving of mp, mb and ng? Give examples.

In what cases is the Halving Principle not employed? Give examples.

When are halved strokes and full strokes used for Rd and Ld. Give examples.

What words are represented by the Halving Principle in Phraseography? Give examples.

What do you know about the positions of half-length strokes?

CHAPTER XXIV

DOUBLING PRINCIPLE

Straight strokes are doubled for the addition of the final syllables tr, dr and THr when they are initially circled, finally hooked, finally attached by ow or u or when they follow a stroke.

Straight strokes are also doubled to represent the two alphabetic strokes, in which case the outlines are required to be vocalized.

All curves are doubled for tr, dr or THR except L which is doubled for tr only when it stands alone or when it is finally circled. L is doubled for dr when it

is hooked initially or finally, when it is ticked for H, circled initially or when it follows a stroke.

Mp-Mb and Ng are doubled for R only. They are doubled (a) when they stand alone (b) when ng follows an upstroke (c) when mp–mb follows a downstroke. In other cases their hooked forms are employed.

In some words the strokes are doubled for the addition of -ture. When the syllable -ture follows a single stroke, t and downward r are written. After two strokes, ture is represented by the initially hooked t. When an accented vowel occurs between final t-r, t is represented by halving the stroke immediately preceding t and the final stroke r is written after it.

The following are the cases in which the Doubling Principle does not apply:

(1) When the straight strokes are not circled initially, finally hooked or not finally joined by the Diphthong ow or u. (Pleader Potter)

(2) The stroke L standing alone or with only final circle is not doubled for dr or THR (Leader Leather)

(3) When Nkr-Ngr follows a downstroke and when Mpr-Mbr follows an upstroke (Lumber-Banker)

(4) When no angle is formed by joining a double length stroke (nominator, navigator, factor)

(5) When a vowel is finally sounded (factory, flattery, secondary)

(6) In distinguishing outlines (Captor, Capture)

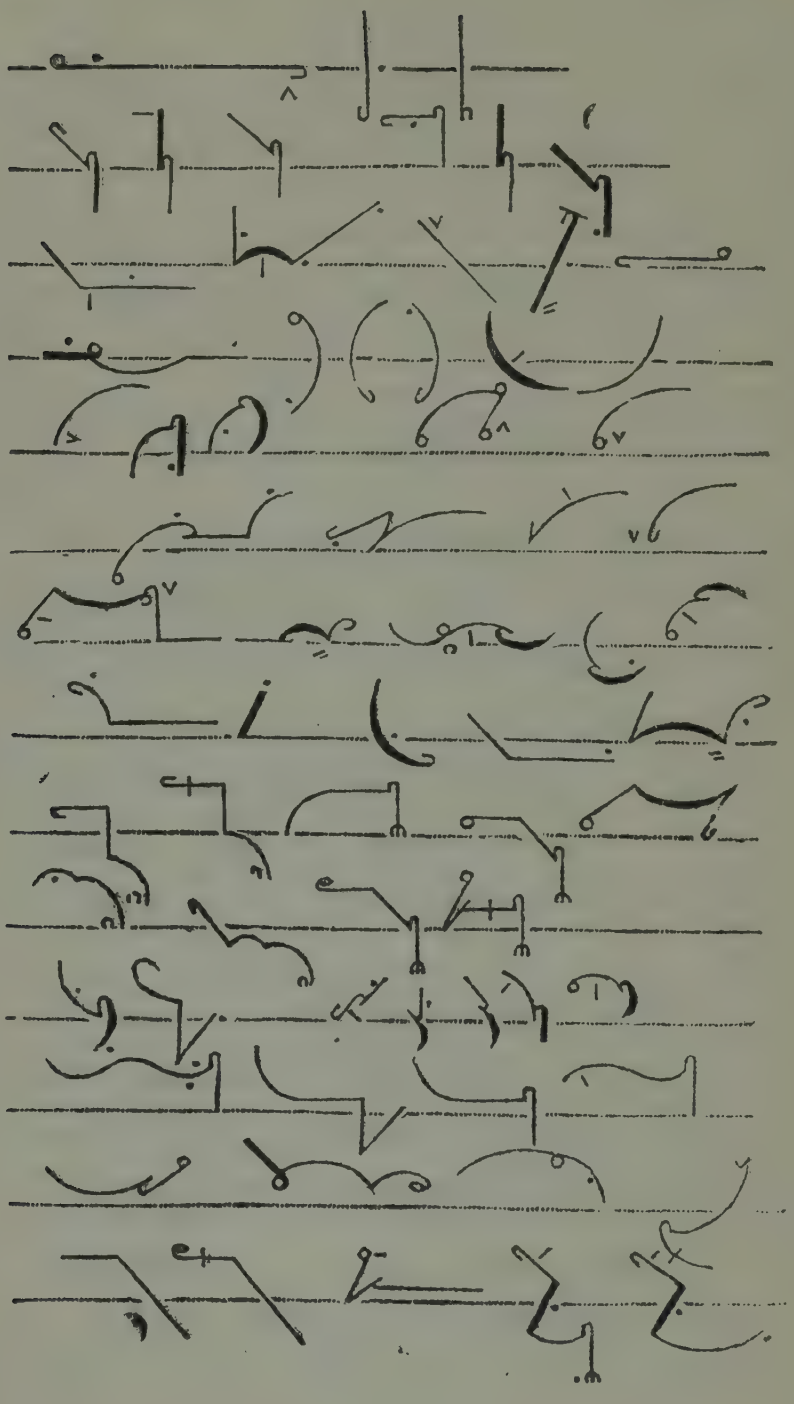
(7) When the syllable -ture is sounded as tr. (literature, creature, lecture)

This principle is employed in phraseography to represent the words there, their, dear and other.

ILLUSTRATIONS

Sector counter tender tutor
Plotter auditor pottor crater daughter bidder
Peacock temporary pipe George crux
Eccentric sister thunder assenter voter shudder
Loiter leader leather slaughter-house slider
Cylindrical wash-leather holder wilder
Hunger-strike Cumberland news-monger thinker slumber
Fracture conjecture venture picture Chamberlain
Creature culture lecture scripture handkerchief
Mature premature sculpture horticulture
Feathery flattery wondered tendered pondered ordered smothered
Nominator factory factor monitor
In other words by some other means my dear sir I shall therefore
Captor sculptor horticultor progeniture progenitor

Key

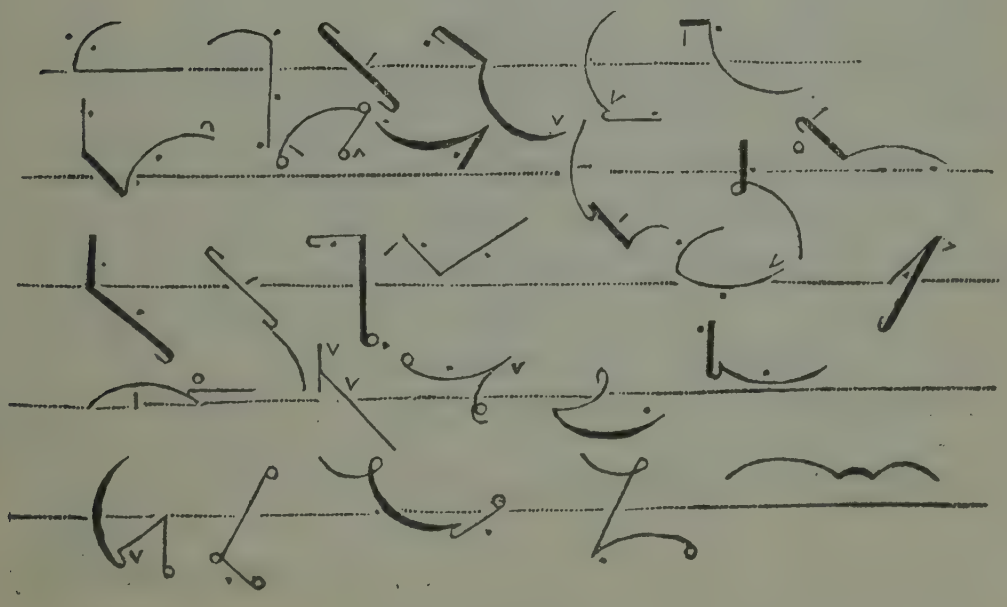


Exercise 63

Acuter nomenclature calender seconder imponder-
us barter neither grand-daughter numerator surrender
urrendered provider adventure adventured temperment
vonderment temparature elevator interruption deteriora-
ion tamper filature encounter encountered commemo-
ator charterer celebrator decentralization cementer
aricature carpenter calculator brotherly book-keeper
ook-binder boat-builder bobbed bewildering babyhood
uscultator averter attempter assorter aspirator amelio-
ator afterwards proprietor re-enter twittering tender-
earted ship-builder.

I know there is, making their way, then there are,
ve have been there, in order that you may excel,
arried on their, my dear mother, either (the) one or
the) other, hither (and) thither, there are several other
oints, there are other things, in other directions,
ertain other points, against their wishes.

Exercise 64



Exereisc 65

Messrs. WALTER PETER & SONS,
Earthenware Merchants,
Avenue Chambers.

Dear-Sirs,

In response to-your-letter of-the 20th inst., asking us to quote our special rates for-the rebuilt remington standard typewritcr, we-have-pleasure to state that a reference was made to-our Head Office, Calcutta, on-this-matter. We-are directed to reply you that-the price for the first quality is Rs. 200/- and for-the third quality Rs. 95/-.

In-this connectiou we earnestly advise you to strike a bargain by purchasing-the intermediate variety which costs only Rs. 155/-. The price we-have quoted for-this second quality is rather wonderfully cheap considering the price offered by Todhunter and Winterton.

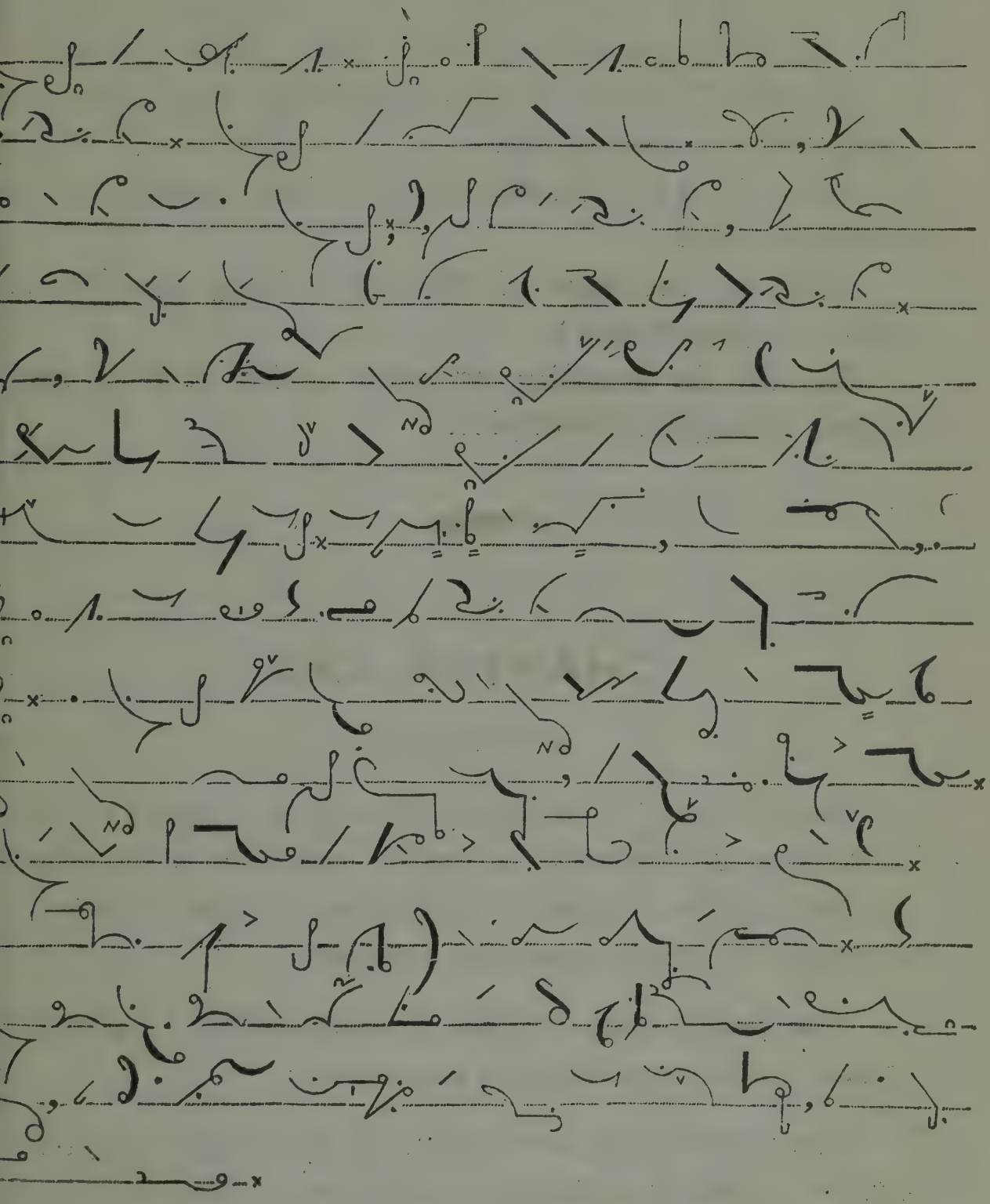
The typewriter we-have now recommended to-you is highly esteemed by-many customers and dealers on-account-of its special features, such as, decimal tabulator, copy holder, platen plunger, back spacer etc., The machine is equipped with all-the up-to-date facilities required by-the champion speed operator.

We have also in stock double gauge file perforaters, soft and hard cylinders, vibrator arm, margin indicator, tabulator stops, shoulder piece of carriage connection, nuts for central guide regulator, counter-weight of dead key, eccentric pin of back-spacer, stirrup for envelope holder, carriage and tabulator pointer, large-(and)-small cotter pin for line space stop, horizontal type bar connections, bell ringer hook with spring, interlining ratchet, medium and feather-weight carbons, etc., etc.

Trusting to receive your order,

Yours faithfully,

Exercise 66



Questions:

State the rules governing doubling of straight strokes with examples.

State in how many ways the sound of mpr, mbr, ng-kr and ng-gr can be represented. Mention the rules with suitable examples for representing these sounds.

In what cases is the Doubling Principle not employed? Give examples.

How is the Doubling Principle employed in phraseography?

How are the rules of Position writing applied to double length strokes?

Explain the doubling principle as far as L is concerned, giving four exemples.

CHAPTER XXV

PREFIXES

Definition : "A shorthand Prefix is a joined or disjoined sign to represent an initial syllable or syllables for more or less frequently occurring combinations with the object of giving compact outlines".

The prefix com -or con -is expressed by a light dot written at the beginning of the stroke.

The prefix com-, con-, cum- or cog-occurring medially in a word or a phrase is indicated by disjoining the stroke immediately following the com-, etc. Disjoining for medial com-, con-, is not observed when com-, or con-occurs after a dot logogram, and dash logogram written downward.

Com-, con-, or cog- is represented by the strokes in the following cases:

(a) When the longhand spelling at the beginning of the word is cum-, cun-, or cog-.

(b) When the outline is not suggestible by the use of the dot.

(c) When con- and com- occur concurrently.

(d) When the prefix con- is sounded as kong and precedes the consonant k

(Exception: Conquest)

Joined or disjoined K represents magna-, magne-, or magni-. In Magnate and Magnesium the strokes m and g are written.

Double-size N is used for intro-.

Joined or disjoined K represents accom-.

The syllable trans- is contracted by the omission of N. But N may be retained where facile joinings are possible. (transform- n is retained)

The prefix in- is indicated by a small hook written with the right-hand motion before str, skr and upward h. This hook is not used in negative words.

The prefix self- is represented by as mall circle written in the second vowel place and the small disjoined circle marked in the place of the com-or con-represents self-com or self-con.

Words having the prefix il, im, in, ir, un are indicated as follows for the sake of distinction :

(a) By writing downward R or L
Resolute (Upward R), irresolute (Downwad R) Limitable (Upward L) illimitable (Downward L)

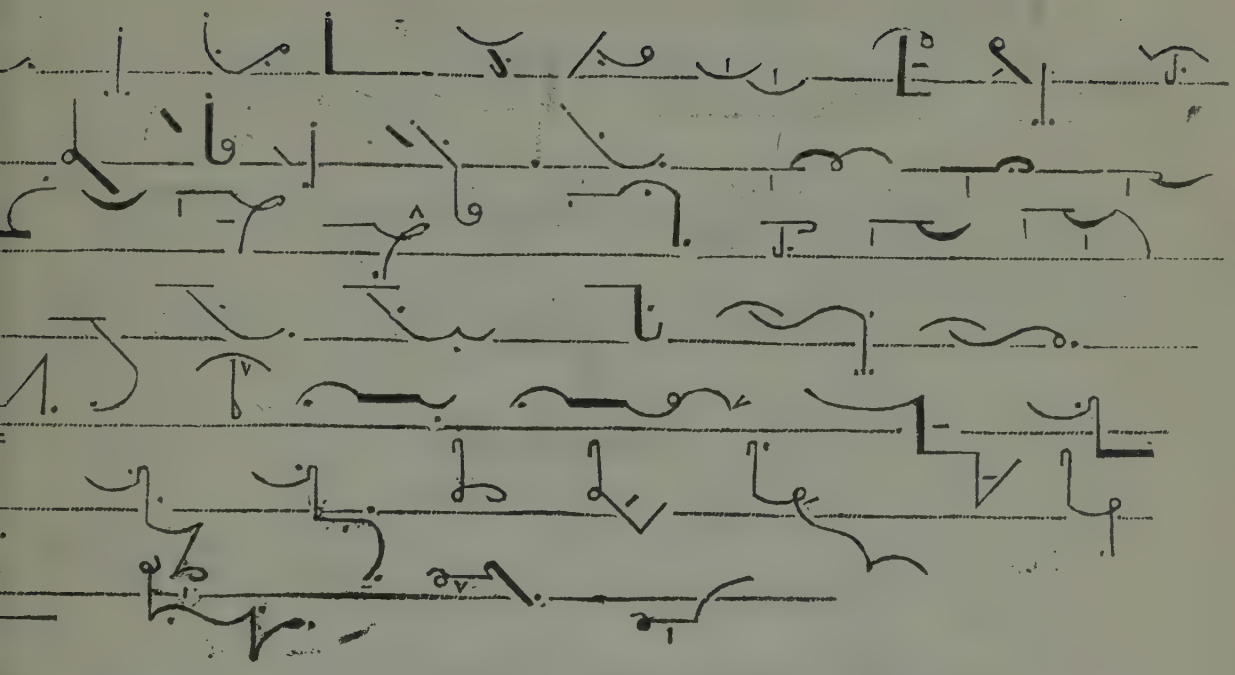
(b) By repeating the same stroke (Legal-illegal, redeemable-irredeemable (downward R followed by upward R)

(c) By joining or disjoining the logograms (unimportant : N disjoined, Undermine : Halved and thickened N disjoined)

ILLUSTRATIONS

Company committee conference conductor
Incumbent recognize uncommon misconduct
Sub-committee, I am content, I am compelled, it is becoming
All conditions, to commit, all competitions, the company
Cumbersome cumbent cunning cog-wheel
Consul council comity concomitant conquer conqueror
conquest accomplish accompany accompaniment
accommodation magnanimity magnanimous Magnacarta
magnitized magnate magnesium introductory
Intrigue intrepid intrenchment intricacy
Transmission transport transform transit
Instructor instrumentalist inscriber inscroll

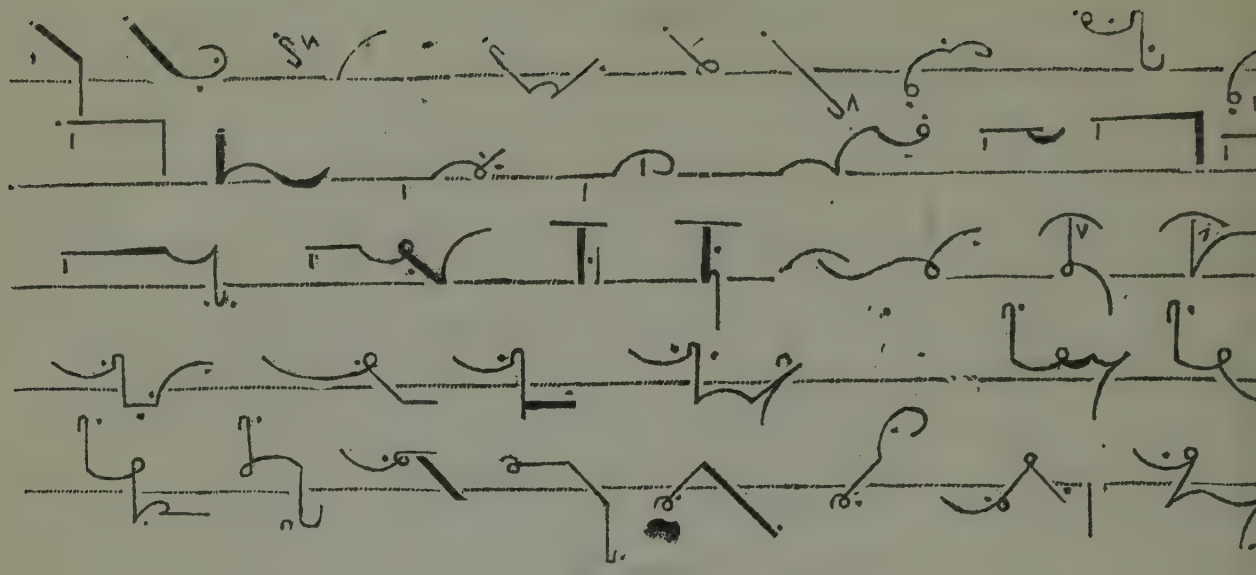
Key



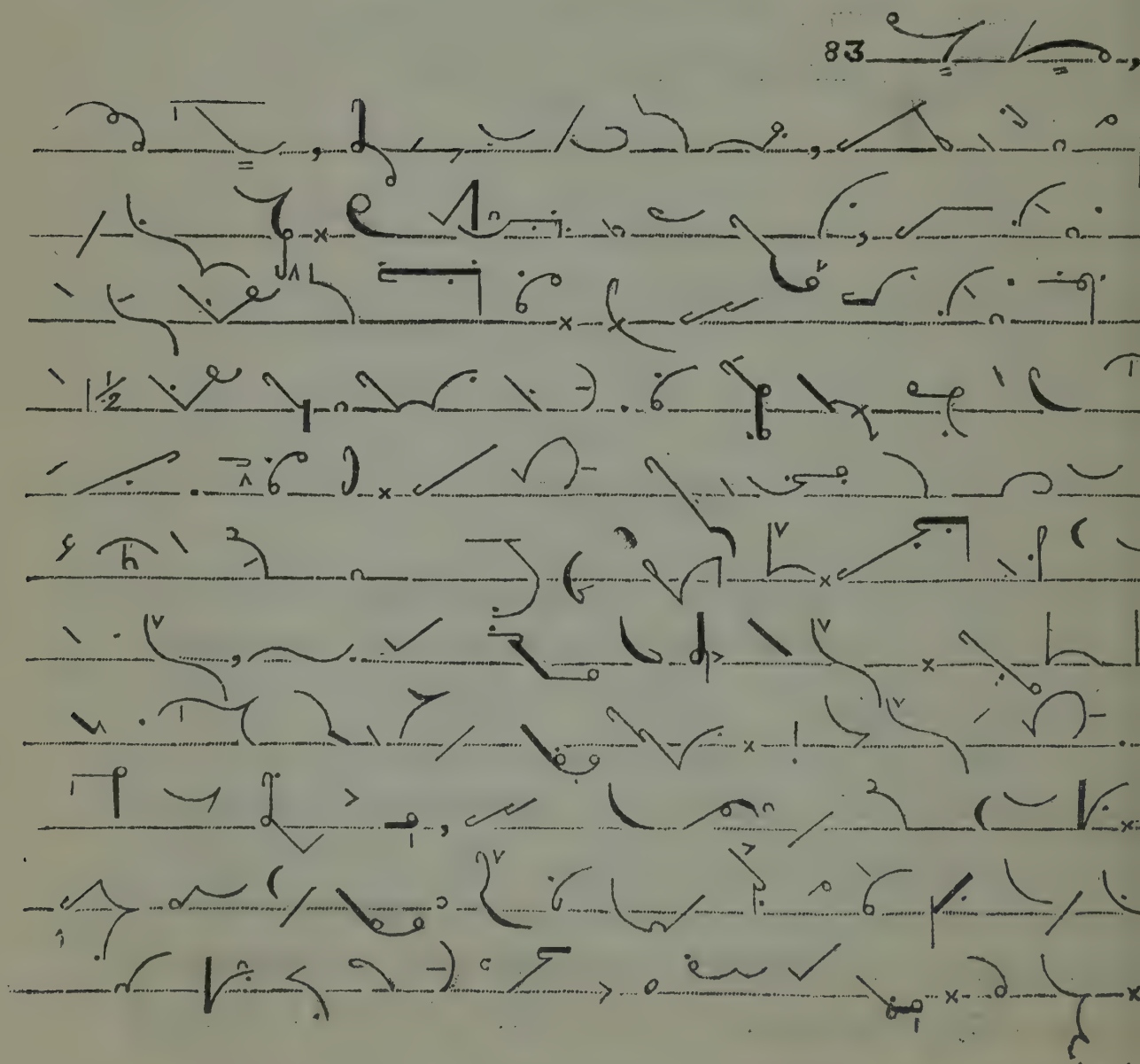
Exercise 67

Competitor compiler comprehensible complexity
omponent confidential confirmation congestion
onjecture conjuror constitutionalism connotation
onquerable cognize cognition accompanist magnum
ccomplisher magnificently magnetometer intransitive
ntrinsic introcession introducing introspection intruded
ansgressor transformation transplanter transpositional
anshipment transversal transportation translocation
humanity communal-minded self-help self-contained

Exercise 68



Exercise 69



Questions : (Sr)

What rules do you follow to express the several Prefixes ? Illustrate your answer giving examples.

How is the prefix "in-" written and when is it not used ?

How are the Negatives expressed in Phonography ?

CHAPTER XXVI

SUFFIXES AND TERMINATIONS

Definition : "A Shorthand Suffix is a disjoined or joined sign to represent a final syllable or syllables for more or less frequently occurring combinations, with the object of giving compact and fluent outlines".

A light dot is marked at the tail-end of the stroke for the suffix-ing.

Dot ing is used :

(1) After p, t, ch, downward R and its corresponding right hand curves (paying, tatooing, marching erring, wavering). In string and spring, stroke Ng must be employed,

(2) When a stroke has a final loop or a hook (arresting mentioning mastering carving casting boasting turning) But stroke Ng is used in enlisting, testing, suggesting)

(3) After a half-length or a double-length stroke not forming an angle with stroke Ng (meeting muttering scaffolding) But stroke Ng is used in acting, sauntering etc.,

(4) When a straight stroke is circled for Ns (enhancing bouncing etc.)

(5) In the case of logograms not containing all the consonants sounded in the word : (thinking numbering improving)

(6) After contractions not ending with the stroke N or Ng or final circle S (advertising acknowledging) But in 'distinguishing and familiarizing' stroke Ng is used.

Wherever Ng is represented by a dot, ings is represented by a light dash.

The suffix -ality, -ility, -elty, -arity, -ority is represented by disjoining the stroke immediately preceding -ality, etc.

Non-use :

[a] When a single stroke precedes -ality, -arity and similar endings (ability)

[b] When a triphone follows a half-length stroke (actuality)

[c] When the stroke preceding -ality, -arity, begins with an initial attachment (seniority, humility)

[d] When the word ends with -shiality (artificiality)

[e] When the full outline is more facile and legible

J is disjoined for -logical-ly.

Half-sized m hooked for n is disjoined for mental-ly-ity.

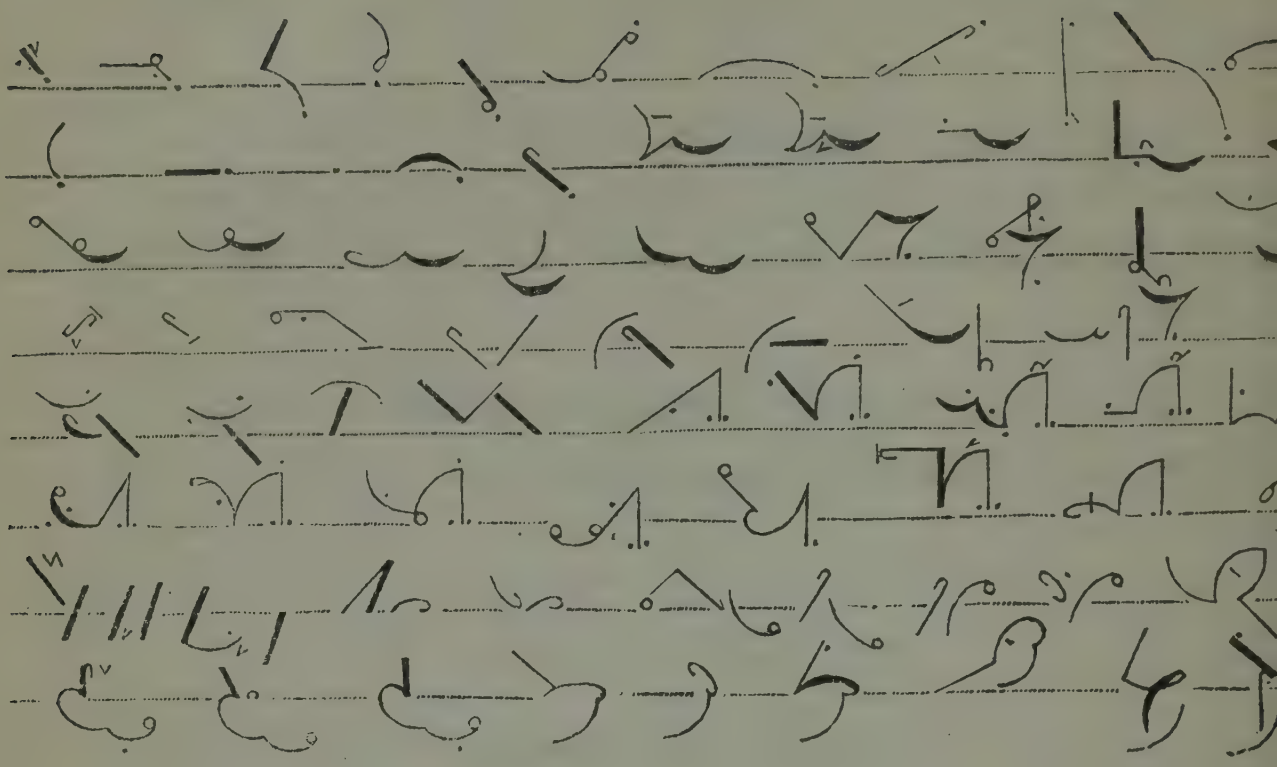
F and L circled finally for s are disjoined for-fullness and-lessness or lousness respectively. After half-length strokes fl is indicated by hooked f followed by stroke n and circle s.

Joined or disjoined Sh represents-ship. Stroke Sh and P are written when more convenient.

ILLUSTRATIONS

Abiding accepting adjuring assisting bouncing enhancing motoring wondering tatooing bordering smattering thinking giving coming improving believing assorting associating acting educating shouting surprising influencing nearing wishing having sparingly hesitatingly disputingly entrancingly windings plottings scrapings plurality liberality legality punctuality neutrality inconvertibility inability majority barbarity rarity ability individuality actuality temerity severity sterility facility sincerity speciality cordiality morality steam-ship biological geological geneological regimental fundamental hopefulness cheerfulness cheerlessness fellowship delightfulness beautifulness doubtfulness penmanship friendship championship relationship battleship.

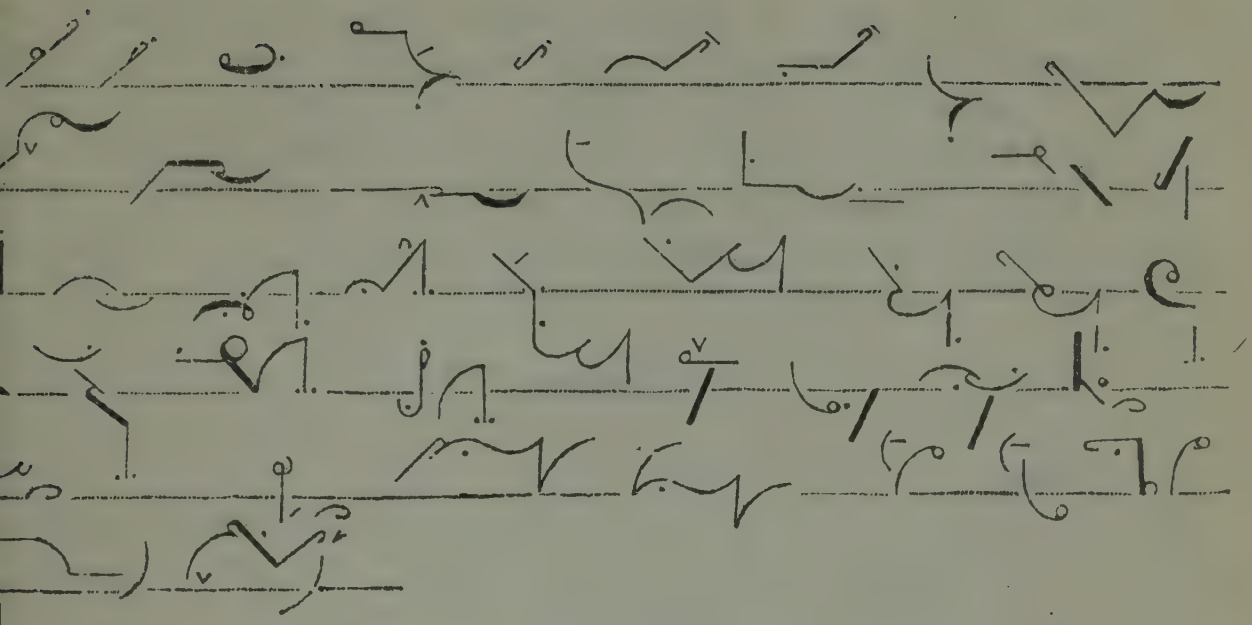
Key



Exercise 70

Pilfering teaching investing arresting yawning bribing painting lessening apologizing shouldering novelty servility casualty fidelity practicality dexterity admiralty joviality vulgarity unreality similarity hilarity seniority humility docility fertility austerity impartiality substantiality artificiality authority phylological sociological detrimental sentimental rudimental experimental beardlessness listlessness gracelessness sleeplessness skilfulness frightfulness dictatorship authorship worship heirship lightship stewardship discipleship causality

Exercise 71



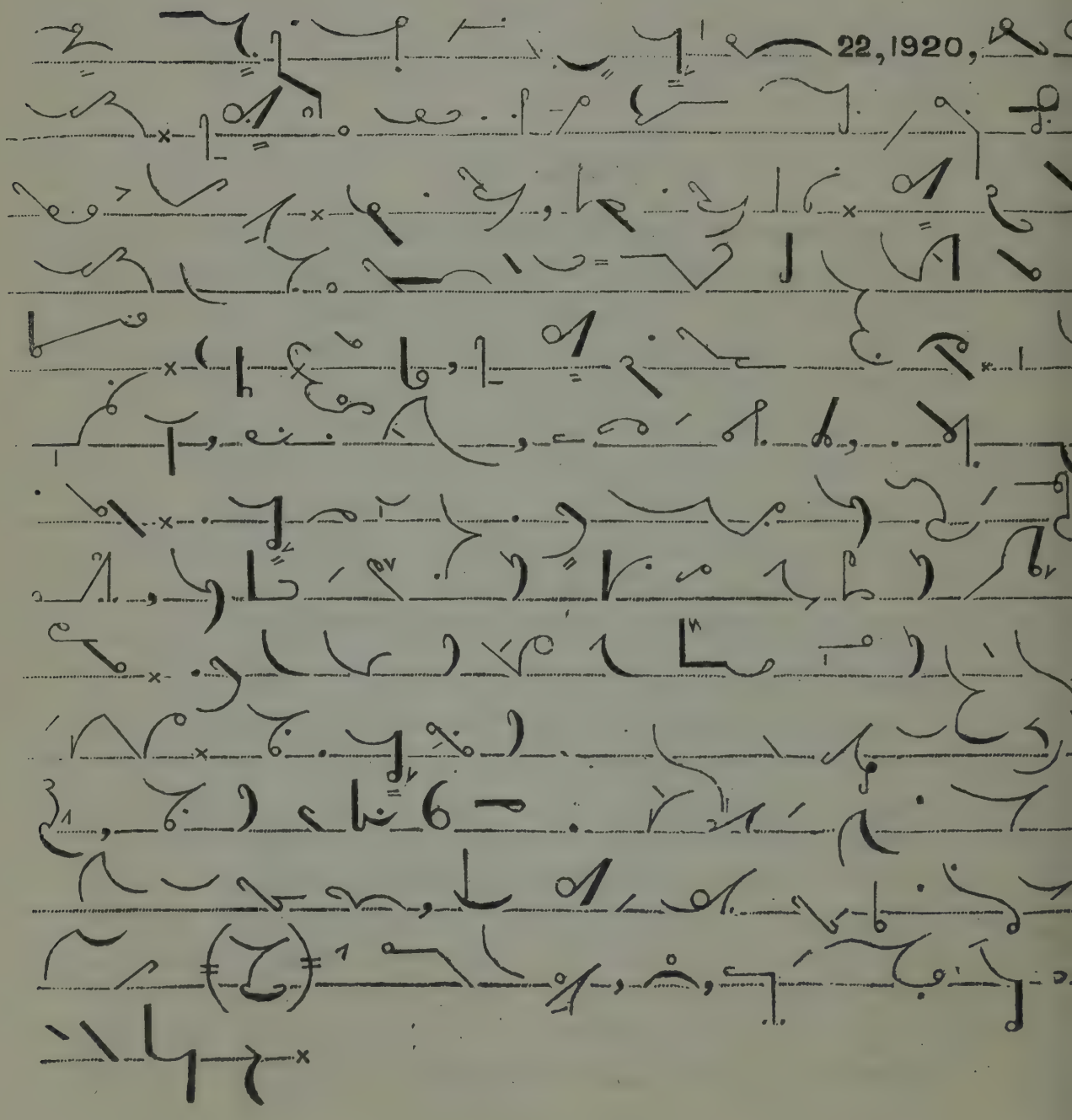
Exercise 72

It is surprising as-it-is humiliating that less than ne hundred thousand white men would-be-able-to rule 15 million Indians. The British are week in numbers nd-the Indians are week in-spite-of their numbers. t-is-the gross carelessness of-the Indians that-it-has-nade British to attain her supremacy. Non-cooperation s-the only best instrument for Indians to achieve her estiny by pure self-sacrifice i. e., self-purification. It-would-be a colossal sin on-our-part to blame-the white nen merely for what they-are doing. The salvation of ndia is solely dependent on Indians themselves.

Another fundamental factor that-is essential to waraj is the abandonment of-the fear of death. The hite race carry-their lives in-their pockets. The Arabs nd Patans consider death as nothing more than ordi-ary ailment. In-the Boer war the Boer women steeled neir hearts and cheerfuliy gave up their darlings to-the ngel of death. A single birth is enough for a Hindu -be beside himself with ludicrous joyfulness. A death akes him indulge in orgies of loud lamentation which ondemn the neighbourhood to sleeplessness for-the ight. There-is-no-act more stupid than rejoicing in a

birth and lamenting a death. The soul seldom dies and that-the souls of-the living as-well-as of-the dead are all one. This train of thought should help Hindus to renounce this unseemly freight. Patriotic men should prepare themselves for any contingency whatsoever. They ought-to-be prepared for death, imprisonment and similar eventualities. Unless all-these are fulfilled, there is absolutely no justification in saying that Swaraj cannot be attained in-one-year.

Exercise 73



Exercise 74

The annual meeting of 'The Young Mens' "Shorthand" Association was held in the Anthropological Section of the Intermediate College, Mysore, on Monday under the Presidentship of Dr. Singh, Reporter, and Journalist of Lahore. Mr. Menon, the Hon. Secretary of the Association, presented his report for the year ending December 1933, which showed an all-round development in-the field of stenography. There-were 500 members at-the-close of-the year, majority of whom were Government Officials. The Association met in-the morning as-well-as evening and afforded plenty of facilities for speed development. The Association was situated in a pleasing locality and had attractive surroundings. Its trusteeship was vested in a committee consisting of fifteen members of high status and standing. It-was instrumental for-the self-improvement and prosperity of all-members, so-much so that-its superiority and popularity were acclaimed by-all. The Association levied twelve annas per mensum as entrance fee and-the sum levied in-the-shape-of penalty for irregularity was considerably small. There-was a library attached to-the Association for-the benefit of-the members. Under-the auspices of-this Association three lectures were delivered during-the year by stenographers of great reputation on important topics such-as "Some Hints to Local Phonographers", "The way to master Shorthand" and Pitman's Shorthand Vs Gregg Shorthand and a minority vote was secured for-the supremacy of-the Gregg system. After-some-discussion the report was adapted.

The Presidenr then made a short and an impressive speech lasting for about a quarter of an hour. At-the outset he dwelt on-the monumental services rendered by-the Association on behalf of-the Mysore Shorthand writers and paid glowing tributes to-the Association for-its meritorious achievements. While speaking of-the duties and responsibilities of-the shorthand writers the President remarked that gaining high-speed must-be one of-their primary aims and that intermittent study of-the Art is highly detrimental to-reach their desired goal. An Association of-this-kind must serve as an invaluable asset to-the speed aspirants and it-is-therefore necessary that they should derive best advantages from such associations, where they can daily get systematic dictations at varying speeds. Acquisition of high-speed and perfect accuracy are-not-the only qualifications of-the craft. They-must have an all-round knowledge of men and things. They should possess general knowledge of-the-subject-matter they-are dealing with. They should do all-their best to develop their faculties af imagination, observation and judgment. As-good reporters they-must show-their-ability in reporting speeches and judgments by-the elaboration and condensation of-their notes. Above all the reporters are required to-give an accurate and a correct picture of-the events that-take-place without exaggerating them and in giving an accurate picture of-the proceedings, they should display-their fairness, correctness, truthfulness and freedom. Continuing the President referred to-the question of-their salary. There-was a time when stenographers were handsomely paid for their services. But of late there-has-been a degrada-

tion in-the scale of-their pay owing to the general trade depression and-the world economic distress. They should-not under-any-circumstance whatsoever undersell themselves for a pittance and should endeavour to-maintain-the dignity of-their profession.

In conclusion, the President said that an association must exist not-only to contribute to-the cultural interests of-the members but also to safeguard their material interests. Mr. Parasuram, one-of-the members of-the association in bringing-the proceedings to a close thanked-the President for his very valuable words of advice to-the members of-the association.

With-the garlanding of-the lecturer and-the President the meeting terminated.

Questions :

State the rules for writing "Ing Dot".

How are the terminations -ility, -elty, -mentally, -fulness, -lessness expressed ? Give examples.

MISCELLANEOUS TOPICS

(A)

PITMAN'S SHORTHAND A NATURAL SYSTEM?

The fact that there is an element of naturalness in Pitman's Shorthand is beyond any doubt.

One of the unique characteristics of Pitman's Shorthand is that it is written according to the sound aspect and the spelling is taken at a discount on account of the vagaries of the English Alphabets and the inconsistencies of the English spelling. In many cases the English spelling differs widely from pronunciation. The want of consistency in English spelling is astonishing. Look at the following ways of representing the sound given to the letter "a" in *fate, laid, say, pray, gauge, goal* and *break* etc. How differently S is sounded in *so, dash* and *busy*. It has one sound in *praise,* another in *sin,* a third in *measure,* a fourth in *mansion* and no sound at all in *isle* How differently U is represented in *put* and *but*. The English Alphabets are lacking to represent the sound of Sh, Zh, th, Th, Wh and Ng. They contain four letters c, q, j and x which are either superfluous or redundant and which could be expressed quite well even without them.

The deficiencies noticed above in respect of the English Alphabets are done away with in Pitman's Shorthand. "Write what you hear and not what you see" is the message of Phonography. The structural formation of the consonantal strokes, the number of

ne strokes employed and the nature of the sounds taken nto consideration are so natural, rational, scientific, erfect and adequate that they are not only quite con- istent with the Laws of Human Speech but also they ave rendered rapid writing quite possible. How natu- ally the strokes are shaded and not shaded according s the sounds are heavy or light. The System has thus stablished a close affinity between Sound and Sign on natural basis.

The alphabetical signs are divided into six groups uch as Explodents, Continuants, Nasals, Liquids, Coalescents and Aspirate, according to articulation. The first three are named according to the out-going ir-stream passing through several vocal organs.

In Pitman's system, the Consonants and Vowels re not jumbled together. In this respect the English Alphabets plead guilty. They have no separate signs o show whether any vowel is long or short and they ave recourse to elaborate processes to indicate long nd short vowels: thus, *gate-get; laid-led, eat-it* etc. Sometimes the consonants are doubled to represent short vowels as in *matter, better* etc., or the mute e is added at the end of the word as in *gate, stone* etc., to ndicate a long vowel.

In Pitman's Shorthand a simple and a natural process is observed in the representation of the vowel sounds. The employment of a dot and a dash sign re- presenting the lingual and the labial vowels and the use of the thin and thick dots and dashes for the represent- ation of short and long vowels respectively is as natural

as the distinction is made between the black and the white and the wise and the unwise.

The suppression of medial d before j as in *lodge*, *badge* and *judge* etc., the employment of Ng and K in *bank, tank* etc., and the distinction observed in *poses* and *possess, lens* and *lance, mince* and *men's* etc., are all intended to satisfy the Principle of Phonography.

The sibilant consonant S which is the most commonly occurring sound produced not only by human beings but also emitted by creatures of a lower order, is naturally represented by a circle, which, from the phonographic point of view, is considered to be one of the wonderful accelarators of speed.

How natural it is to have designated the enlarged hook employed finally as "Shun", which literally means "to avoid". It is appropriately called a 'Misanthropical Hook' as it always takes the contrary direction.

Question :

Criticise or Justify the following statement :—

Pitman's Phonography is the natural system of shorthand ?

(B)

Reasons For The Superiority Of Pitman's Shorthand

The premier stenographic system prevailing all the world over is Pitman's Shorthand. It is universally known for its extreme simplicity, elasticity and adaptability. Its outstanding excellence may be attributed to the following factors :

The phonetic principle "Write what you hear and not what you see" is one of its precious features. English spelling has been taken at a discount on account of its various vagaries.

The alphabets are of equal length and they are quite natural, rational, scientific, adequate and perfect. The vowels and consonants are disjoined (except in very rare cases like, I am, now etc.,) unlike other systems in which both the consonants and vowels are written simultaneously, on account of which the outlines in these systems are rendered most cumbersome and inartistic.

The system bristles with many time and labour saving devices, one of such devices being the application of the Principle of Vowel Indication, in which the vowel signs are dispensed with and identified by triple devices namely (1) Position Writing (2) employment of alternative signs (3) changing the direction of Shun hook.

The System has other interesting short cuts to speed and legibility. They are : Halving and Doubling Principles, which are applied not only to the consonantal strokes but also to circles, loops and hooks, which are magnified and minimized. Apart from these abbreviating materials, there are Logograms, Phraseograms and contractions, and Intersections which also play a vital part in the attainment of speed.

Where there is a semblance in the structural formation, the System has afforded Distinguishing Outlines for the sake of legibility.

It is on account of its overwhelming Superiority that even the regional languages such as, Hindi, Tamil, Telegu, Malayalam and Kannada have adapted only the Pitman System.

The System is "Simple to learn, to write and to read". This aspect of simplicity reigns supreme in the whole System and all its essentials are treated in such a logical and scientific manner that it has earned the universal appreciation of the Practitioners of the Art.

Question : (Sr)

Why is Pitman's Shorthand more popular than any other System ? Explain briefly.

(C)

Extended Use of R, H, L and Sh and Stroke S

Use of Upward R :

1. When R is immediately followed by a vowel (rope rogue etc., Principle of Vowel Indication)

2. When R is immediately followed by t, d, ch, j, th, TH, S or z, kl, gl (party parade march urge mirth mercy Mirza miracle : Sharp angle and avoidance of awkward formation)

3. When R is joined to any straight upstroke (uproar aware adhere: Forward movement)

4. After two descending strokes, the second of which is not f or v (rate-payer, Shakespeare: Lineality)

5. After kr, gr and swgr, R is written upward in order to maintain the straightness of k or g (Balance Principle)

6. In distinguishing outlines: (poor-pure: Distinction)

7. After a curve and a circle (officer sympathizer analyser: Facile movement)

8. After th (Thor theorem; Legibility)

9. When a circle or a hook intervenes between straight strokes (harasser rehearser: Forward movement)

10. When R follows another stroke and is finally hooked (return burn portion)

11. After shun hook (probationer)

12. In 'ornamental and sternmost' R is written upward in order to avoid awkward or impossible outlines.

13. When the word begins with 'circum' (circumference)

Use of Downward R :

1. When R is preceded by a vowel and not followed by t, d, ch, j, th, TH, kl, gl or any straight upstroke (airy, arabic etc.)

2. Before M: (armour ramifying)

3. After two downstrokes, the second of which is f or v (pinafore, cease-fire)

4. After two ascending strokes: rarer, adherer

5. In distinguishing outlines (poor-pure)

6. In store–house and stairway, downward R is written in order to preserve the primitive forms.

Questions:

"Initial R is written downward when preceded by a vowel sound". Explain the cases where and why this rule is not followed. Give examples in each case.

Criticise or justify the statement "Initially or finally R is written according to Vowel Indication.

What are the rules for writing the alternative forms of R. Explain with examples.

USE OF H

Upward H is written :

1. When H is followed by any downstroke, n or ng (happy, headway, honey, hanging etc.)
2. When H has final circle, loop or hook as in 'hiss, haste, hone, hive
3. When H is followed by kr, kl, gl or mr, thus 'Hooker, heckle, higgle, hammer
4. After downward 1 (Field-house, fool-hearted.
5. After n or ng (young husband, unhesitatingly
6. After p, b, t, d : upheld, adhered, babyhood
7. After upward R : Rehear
8. When a word ends with 'house' : coffee house, ware house.
9. After the prefix 'in-' inherit
10. When medial circle s is followed by the aspirate H : post-haste, racehorse.

Downward H is used

1. When H stands alone : he hay

2. In 'high' and its derivatives and compound words (higher, highly high-road, high pressure highland)

3. When H is joined to k to g : hockey match, go ahead, cohere, cohesion

4. After m, l and s : Maharaja, Lahore, Sahara

5. After n : anyhow, annihilation

6. When H is followed by a full, half or double length upward R (hierarchy, heritor, horticulture

7. When half-size H is followed by R : heterodox

Question : (Sr)

State the rules relating to the uses of Upward and Downward H and also the various forms of representing the aspirate with suitable examples.

USE OF L

Upward L is used

1. When l stands alone

2. When it is followed by any upstroke or downstroke (fallacy, fetch foolery)

3. When it is followed by any horizontal stroke without any initial vowel (long, lime)

4. When it occurs after f, v, r (up), sk followed by a vowel (scaly, fully, rally)

5. After n hook or shun hook : keenly, occasional, transitional

6. When downward l is awkward or does not form an angle : facility

7- In distinguishing outlines (fallen : downward l, felon : upward L)

8. In derivatives, the root words of which end with upward L : value–valuable, avail–available

DOWNWARD L

1. After n or ng, L is written downward provided l is not followed by any downstroke except j : unmanly, unwillingly, analogy but unload

2. When L occurs after f, v, upward R and sk, L is written downward provided L is the last sound: rural, wrongful, skill

3. Between a vowel and a simple horizontal stroke (alone, alkali, elm) But in 'illness, alliance and allowance', upward L is written in order to preserve the primitive form.

4. Between f, v, k or upward r and m : volume, Columbus, realm, film.

5. When L is followed by a circle and a curve or when it occurs after a curve and a circle: nasal, profusely, vessel, lessening, illusive.

6. After shun hook : additional, sessional.

7. In distinguishing outlines : artistical (D. L.) artistically (U.L.) fallen (D.L.) felon (U.L.)
8. When L follows nsr : sincerely, necessarily.
9. after a half length or a double length stroke : exactly, intellectual, electoral.
10. In London and its derivatives : Londoner.

USE OF UPWARD SH

Upward Sh is written :

1. When Sh follows d or s : association, Sweedish.
2. When it is joined to f or v : shift, fishery, lavish
3. Before l and th : sheath, shell
4. After two downstrokes : suspicious, ficticious, boot (and) shoe
5. When sh is followed by kl, kr or gr : Shackle, sugar
6. When sh occurs after fr, vr written in the right motion : refreshed, impoverished
7. In the past tense of relish, polish and abolish
8. When it occurs after a straight stroke hooked for r : atrocious, brush
9. After a final hook : finish, heathenish

USE OF STROKE S

1. When a vowel occurs before the initial s or follows the final s : aspire, policy

2. In derivatives and compound words : saw-dust, sea-sickness, unassailed

3. When the initial s is followed by another s or z provided the second s is not followed by t or tr (Society, Season but System, Sister)

4. When it is followed by H : Sahara

5. When the final syllable -ous is preceded by a diphthong : joyous, tortuous

6. After a final hook ending with -ism: positivism, Americanism

7. In distinguishing outlines : exerise, exorcise

8. In words ending with 'house' (eating house, dwelling house)

9. In some feminine nouns and proper names (Mrs, Jesus, Moses, countess)

Note :— The need for another form of S arises from the following reasons :

1. The use of stroke s facilitates vocalization (sack-ask)
2. It affords distinction
3. It facilitates the joining of loop or hook (assign concession)

4. It affords legibility in the case of some feminine nouns and proper names.

5. It affords a convenient method of forming derivatives and compound words.

Question : (1970)

When is stroke s written ? illusirate with two examples in each case.

(D)
PHRASEOGRAPHY

Phraseography is one of the valuable aids for rapid writing. It is an 'Art within an Art'.

In the employment of phraseograms, the abbreviating materials such as circles, loops, hooks, halving and doubling principles, intersections and juxtaposition have all been taken into account.

Principles of Phrasing :

1. Phrases should be improvised only in the case of frequently occurring words.

2. As regards the position of a phrase, the position of the initial word is considered.

3. A phraseogram must not involve too many angles or hooks and its appearance must be unmistakable even under the stress of rapid writing.

4. Phraseograms must be lenial in form.

No phraseogram representing a single word is employed. It is inadmissible to join 'it can, have it, in distress, in sanitary etc.,' as they are liable to be misinterpreted for 'take, vote, industries and insanitary respectively. Where ambiguity arises, it is better to mark the vowels. For example, the phrase 'you will say' (see) requires vocalization. When joining the word outlines, care must be taken to keep up proximity with the line of writing. The expression 'I think it is said that they were' might be joined from one end to the other without a break. But it is strictly forbidden to devise such long and laboured joinings, as they are liable to cause physical and mental breakdown, which is fatal to speed.

The triple -alities of an ideal Phraseogram are LEGIBILITY, FACILITY AND LINEALITY.

METHODS:

1. By omissions: The following omissions are made in phraseograms:

Omissions of articles, prepositions and conjunctions (as a general rule, (Omission of 'a')
side by side (Omission of 'by')
neither more nor less (Omission of 'nor')

Omission of initial and final hooks and loops:
I do not propose (omission of n hook)
In every way (omission of r hook)

Omission of minor words:
If I may say so- (omission of 'I may')

Omission of t or d:
We trust that you will (omission of T)

Omission of the prefix con- :
Satisfactory conclusion, I consider

Omission of repeated consonants : animal life, Prime Minister, salutary results, capital and labour, Bihar earthquake

2. By extending the scope of the abbreviating materials, thus
small circle is used for 'us' (to us, all of us)
Large circle is used for 'as we' (as we have said)
St loop is used for 'first' (at first cost)
nst loop is used for next (on Monday next)
Small hook n is used for
on, own, than, and been
hook f is used for of, after
(large number of, Monday afternoon)
hook v is used for have, even
(which have, Monday evening)
hook R is used for our (in our opinion)
hook L is used for all (by all means)

Circle S and shun hook for association
(Medical Association)

Halving Principle for it, to, not,would, word
(if it is not, I will not, able to go, I would, in thought, word and deed)

Doubling Principle for dear, other, their, there
(My dear sir, by some other means, taking their way)

3. By intersection : supply and demand
(Intersecting by D)

Questions : (M.G.C.E. 1970 Sr.)

Mention briefly, what qualities combine a best Phraseogram.

1970 Sr: What is a Phraseogram ? State the principles of advanced phrasing with one example for each.

1947 Sr: Explain with examples how the principle of "Omission" is employed in Phrasing.

1948 Sr: Explain with examples how abbreviations are utilised in advanced phraseography.

(E)

CONTRACTIONS

Definition: "A Contraction is a shorthand sign containing not less than two strokes, in which one or more of the consonants of the word are not represented and the omission is almost exclusively restricted to the medial or final part of the outlne.

Contractions are of two kinds viz., (1) Géneral and (2) Special

The Special Contractions are formed

i. By the employment of the first two or three strokes as in familiar, mathematics etc.

ii. By the omission of a medial stroke or strokes as in : arbitrary, satisfactory

iii. By employing intersection as in notwithstanding, misfortune.

iv. By employing Logograms initially or finally (altogether, thankful)

As regards General Contractions, the following omissions are made : P T N K R

The name of PATANKAR serves as a memory-aid.

Omission of P : P is omitted between m and t or between m and sh when no vowel is sounded after P (prompt, presumption but trumpet (P retained)

Omission of k–g : between ng-t or ng-sh when no vowel is sounded after k-g (distinction but blanket k retained)

Omission of t : when no vowel occurs after t (pessimistic, manifestly)

Omission of medial n : (passenger)

Omission of R : (demonstrate)

Omission of syllables –ect, –uctive, –ection or uction (project, productive, production)

Question : (1971 Sr)

How are General and Special Contractions formed ? Give examples for each.

(F)

DISTINGUISHING OUTLINES

It is mainly the inherent power of readily distinguishing the words having a similar consontal structure that renders Pitman's Shorthand at once legible and capable of being written with extreme rapidity.

The Distinguishing Outlines are formed thus :

[1] By a difference of outline (sack-ask, long along, while-awhile)

[2] By change of position (been : On the line, bean : through the line)

Note :— If neither the form nor position differentiates the words, then the outline is written out of its normal position, thus : human (above) humane (On the line)

[3] By change of forms : (Poor-pure, property-propriety, regret-regard)

[4] The positive and the negative words are distinguished (1) by repeating the same strokes as in legal-illegal, legible-illegible (2) by writing downward R or L as in limitable-illimitable, reducible-irreducible etc.

Question : (Sr)

What do you know about "Distinguishing outlines" and how do they help the Reporter in his capacity ?

(G)

Alternative Forms And Their Utility

The alternative forms employed in the system are : (a) the two forms of R, H, L and sh (b) the circles, loops and hooks (c) the duplicate signs representing fr, vr, thr and THr, fl and vl (d) the use of mpr–mbr, nkr–ngr (e) Halving and doubling of strokes. These forms are governed by one or more of the following principles: the Principle of Balance, Sharp angles, Vowel Indication, Similar Motion, Distinction, Derivation and formation of perfect hooks.

The following objects are fulfilled by the use of alternative symbols :

1. To maintain the straightness of the straight strokes (spacious atrocious brush blush crore swaggerer constipation conviction)

2. To avoid as far as possible outlines going too far above or below the line of writing (tax-gatherer propitious producer divider)

3. To secure a sharp angle between the strokes (Thor charge tardy afraid average)

4. To enable the note-taker to identify the omitted vowel sign (throw author alkali arabic caution)

5. To facilitate similar motion (thermal refreshing romantic fossil sincerely replenish heathenish)

6. To secure forward movement (mark bark park bishop)

7. To secure legibility by preserving the outlines of the root words and compound words (shyly rashly countrymen allowance illness alliance falsehood)

Question : (Sr.)

Explain the necessity for alternative symbols in shorthand.

(H)

Disjoined Strokes and Their Significance

The following are the cases in which the strokes are disjoined :

1. In words like dated, dictated and aptness, the strokes are halved and disjoined. Similarly in mother-in-law and south-easterly, the strokes are doubled and disjoined.

2. Disjoining is resorted to in representing the medial com- con- or- cog- and in other prefixes such as magna-i and accom and also in representing the suffixes ality, ility, ority, logical-ly, mental-ly-ity, ship, lousness and fulness.

3. In the following cases the strokes are disjoined for the sake of brevity and for avoiding awkward formation : mentionable, constitutionality flash-light, bath-room, thunder-storm.

All the above cases serve a common purpose, namely, "SPEED and LEGIBILITY" in respect of which Pitman's Shorthand holds the most unique and honoured place among the existing stenographic systems.

Question : (Sr)

To what extent is disjoining employed in phonography ? Illustrate with examples.

(I)

MEDIAL USE OF N AND F-V HOOKS

Medially the hook n, f or v is preferred for one or more of the following reasons :

1. To avoid inconvenience of stroke form.
2. For the sake of lineality and to provide for more compact and facile outlines.
3. To balance the straight strokes.
4. In derivatives to preserve the primitive outline.
5. For the purpose of differentiation.

RULES :

1. When n occurs between right-hand fr or downward r and a downstroke t, d, ch, j, s or sh : frontal, friendship, furnisher, Frenchman etc.

2. Between f or v and s or sh : solvency, vanish, finish
3. Between two horizontals : graphic, economics
4. Between m downward r : manure, monarchy
5. Between an upstroke and m : ornamental, Cornwallis
6 When following a straight downstroke with an initial attachment written with the left motion: plenty, stupendous, Spanish
7. In derivatives, the primitives of which end with n, f or v hook : earthenware, painful, disdainful, chiefly, preserver, activity
8. When n hook is followed by a straight stroke hooked for r: hundred, kindred, manger, crown-prince, rain-drop
9. In the case of verbs in the present tense written with half length stroke with n, f or v hook : appointed, depended, attended
10. In distinguishing outlines : agent (n hook t) giant (n halved) recover (right vr) recovery v hook ray)
11. When the promitive ends with stroke f, the derivative is formed by f hook for the sake of lineality: mystify (stroke f) mystified (f hook d) electrify (stroke f) electrification (f hook kshun)

Question:

State the principles governing the use of "n" and 'f' hooks medially.

(J)
LOGOGRAMS & CONTRACTIONS

A Logogram is a single shorthand sign, representing a word of frequent occurrence.	A contraction is a shorthand sign containing not less than two strokes and it represents a word of frequent occurrence.
A Logogram may be a dot or a dash sign diphonic or diphthongal sign or a stroke of varying length (normal l e n g t h, half length or double length) with or without an initial or final attachment.	A Contraction is exclusively formed by consonantal strokes.
In a logogram any part of the outline initial, medial or final, is abbreviated.	In a Contraction the omission is restricted to the medial or final part of the outline (Exceptions Circumstantial remarkable-ly)
Logograms are of three kinds : (a) Those consistent with the text-book rules (b) Those which violate the text-book rules (Therefore, rather, could great) (c) Arbitraries : (and, why, he, I etc.)	Contractions are of two kinds(a)General contractions involving the omission of p, t, k, r and N (b) Special Contractions f o r m e d by employing intersection or logograms or by employing the first two or three strokes.
Logograms are written in all the three positions : above, on and through the line.	Contractions a r e mostly written in the second position i.e., on the line.

Questions :

What is the distinctive feature of a Logogram as compared with a contraction ? mention the kinds of signs used as Logograms.

In what respects does a Logogram differ from a Contraction ?

(K)

T, D, J RULE

This is one of the main principles governing the direction of shun hook.

In the absence of a circle, loop or hook attached to a straight stroke, the hook shun is written opposite to vowel immediately preceding shun, as in education auctionable. But this rule does not apply to three simple straight strokes viz , T, D and J.

Reason : Let us consider the following two sets of words :—

(a) action-caution, option-passion

(b) magician dictation degradation

In the words grouped under (a) a vowel may or may not intervene between the stroke and shun. Hence the necessity arises whether the vowel precedes or follows

the stroke when the vowel sign is omitted and the direction of shun hook is relied upon for identifying the omitted vowel sign.

In respect of the words grouped under (b) it is manifestly impossible to link up t, d or j and shun without an intervening vowel. A vowel must necessarily follow t, d, and j. Knowing that a vowel should, as a matter of fact, follow t, d and j, there is absolutely no advantage in changing the direction of shun hook. Hence the forward direction (right hand side of t, d, j) is observed specially in the case of simple t, d and j irrespective of the vowel. This is TDJ Rule.

Question: (Sr.)

In certain cases the shun hook is used on right side. Why ? Give examples.

Why is shun hook written always on the right hand side of T, D and J when they have no initial attachment ? Give examples.

Explain : The Principle of Vowel Indication does not operate on TDJ.

(L)

Principle Of Vowel Indication

DEFINITION:

"Vowel Indication is the writing of a word with such an outline or in such a position as to indicate a vowel without inserting the vowel sign".

This is one of the golden principles in the selection of outlines. Complete vocalization is an impossibility in rapid writing. It is therefore necessary to have recourse to some method of identifying the omitted vowel signs. Pitman's System suggests a few interesting devices in this direction. They are:

1. By Position Writing, in which the initial stroke is generally written above, on or through the line with reference to the initially sounded vowel. As the position of the initial stroke is itself a clue for recognising the initial vowel, the necessity for marking the initial vowel in high speed work does not arise.

2. By employing the stroke forms when a vowel is initially or finally sounded, thus wake-awake, sack-ask, brave-bravo, pit-pity, feather-feathery, men-many etc.,

3. By writing R and L in different directions and by using the alternative forms for Fr, Vr, thr and THr, thus: Ether-three, offer-free, arc-rock, fell-fellow, scale-scaly, alone-along.

4. By changing the direction of shun hook so as to indicate the immediately preceding vowel, thus, Caution (hook above K) action (hook below K)

Vocalization cannot be totally dispensed with even in the advanced stage of writing. The essential vowels are required to be marked in the following cases :

1. When a vowel precedes or follows a stroke standing alone e. g., arrow.

2. When a half length stroke stands alone, e. g., note, neat, pat, pet, pit, etc.

3. When the Diphthong i precedes K, G, M, L and upward R, thus : isle, eye-lid, iron, item, ivory, due, vow, now, nigh, cue, argue, mew, new, value. etc.

4. When the form of R or L employed does not indicate the preceding or the following vowel, thus : right-aright, earl-early.

5. When words have the same consonantal sounds: thus : apposite-opposite, adopt-adapt, occident-accident monarch-monarchy.

6. When an unfamiliar word is used in a special sense.

7. When a technical matter is to be reported.

8. When the language is poetical or pedantic.

Questions :

Define and explain the term Vowel Indication.

Do you think it wise in fast writing to omit all vowels ? If any, give examples of words in which you think the insertion of a vowel would assist speedy transcription. Does the Instructor say when vowels should be inserted ?

Point out the place of Vocalization in advanced writing.

Examine the statement "Vocalization in the advanced stage of writing is an impediment to speed".

Distinguish between Vocalization and Vowel indication.

(M)

Vowels And Their Representation In Phonography

A vowel is an unimpeded sound having an independent existence. In the vowel scheme, the vowels are dealt with under the following categories :

1. Simple Vowels
2. Double Vowels
3. Triple Vowels
4. Intervening Vowels
5. Implied Vowels
6. Essential Vowels

Single vowels are indicated by dots and dashes marked at the beginning (ah-aw), in the middle (a-o) and at the end of strokes (ee-oo).

Double vowels are either mono-syllabic (i, oi, ow and u) or dis-syllabic. Monosyllabic Diphthongs are indicated by three angular signs and one semicircle, which are marked in two places only : i and oi in the

first place ; ow and u in the third place. The dis-syllabic Diphthongs, otherwise called Diphones are both angular in form and they are marked in all the three places.

The triple vowels called Triphones are indicated by adding a tick to the diphthongal sign.

As regards the Intervening vowels occurring between a stroke and R or L, a small circle is marked for the dot vowels and the dash sign is written across the stroke in the respective vowel place. This method of indicating the intervening vowels is primarily intended to retain the hook r or l for the sake of brevity, facility and differentiation.

Implied vowels : In a few cases the vowels are implied without their actual insertion. Such omissions are in conformity with the PRINCIPLE OF VOWEL INDICATION.

The object of writing a stroke above, on and through the line is to obviate the necessity for inserting the initial vowel sign.

The employment of alternative forms is another method of indicating the omitted vowel sign.

Downward R standing alone implies the preceding vowel and upward R standing alone implies the following vowel.

Downward L preceding a horizontal stroke implies the vowel occurring before l. L is written downward after f, v, r (up) and sk when l is the final sound and it implies that there is no vowel after l. Similarly the use

of upward l following these strokes implies that there is a vowel after l.

The left forms of fr, vr, thr, THR, standing alone implies the preceding vowel and the right forms standing alone signifies that there is a vowel after the hooked forms.

The object of changing the direction of shun hook attached to straight strokes having no initial attachment is just to dispense with the vowel immediately preceding shun.

The non-use of circles, loops, hooks, halving and doubling principles indicate the presence of a vowel.

Essential Vowels: Complete vocalization is an impossibility in the advanced stage of writing. But to a certain extent vocalization is found necessary. Especially when words have the same consonantal structure and have the same position as in monarch-monarchy, adopt-adapt etc., where an outline has been incorrectly or illegibly written, where the language is such that the context does not reveal its identity, it is advisable to vocalise the outline as fully as possible. Half length strokes standing alone always require vocalization. Especially in single stroke outlines like arrow, area and in such words as aright, early etc., where the stroke r or l does not indicate the preceding or the following vowel and in words like item, few etc., having an initial or final diphthong, vocalization becomes quite essential.

(N)

Dots, Circles And Semi-circles in Phonography

Pitman's Shorthand is rich in abbreviating devices calculated to secure maximum speed with absolute legibility. It has earned the admiration and esteem of its practitioners on account of its extreme simplicity and elasticity. These fascinating aspects are remarkably fulfilled by the use of dots, circles and semi-circles and other abbreviating materials.

The dot sign plays a conspicuous part in the representation of the lingual vowels ah, a and e, which are respectively marked at the beginning, in the middle and at the end of a stroke. In words ending with sis, the dot sign is marked inside the large circle as in axis, basis, desist, criticism etc. Where the use of medial stroke results in lengthy outlines and awkward joinings, a dot is marked just before the vowel to be aspirated as in fish-hook, neignbourhood. It is used as a logogram to represent 'a or an'. When it is marked at the commencement of a stroke, it represents the prefix com-or con- and when marked at the tail-end, the dot represents the the suffix -ing as in commit, committing.

As regards the circles, small and large, a small circle is used for s or z and the enlarged circle is used for ss or zs. These circles are used as Logograms for as, has, is, his, as has, as his, is as or is his. In Phraseography, the small circle is used for 'us' and the large circle is used in phrases such as 'in this city, as well as,

and as we have'. In the case of double consonants intervened by a vowel, the intervening dot vowels are expressed by a small circle marked in the respective vowel place as in engineer, Philosophy etc. The small circle is employed in Prefixes 'self and self com- or self-con-' as in self-made, self-contained'. The word 'eater' could be easily changed into 'seater and sweeter' and 'chain' into 'chance' by simply changing the hook r and the hook n into a small or a large circle as the case may be. This is indeed an ingenious and simple devise for representing trio of consonants.

Just as the dot is an alternative to the stroke H, the semi-circle is an alternative to the stroke W. The semi-circles are the part and parcel of the consonant W. The right semi-circle is used before k, g, m and r, thus, walk, wig, wamanly, warmly and wearily etc. They are used medially for the sake of brevity : the left semi-circle being used for dot vowels and the right semi-circle for dash vowels as in sea-weed, ring-worm etc. They are used as logograms for with, when, what, would beyond and you.

Question : (Sr.)

What is the part played by dots and semi-circles in Phonography ?

(O)

General Principles Observed In The Selection Of Outlines

PRINCIPLE OF BALANCE : The Balance principle is observed to preserve the straightness of the stroke even when written at a top-speed.

RULES :

1. When sh follows a straight stroke having an initial attachment, it is written opposite to the attachment (spacious, trash)

2. Upward R is written in words like crore, and swaggerer even though there is no vowel after R.

3. The shun hook is written opposite to the circle, loop or hook prefixed to straight strokes. The balancing comes into operation when k-shun or g-shun immediately follows f, v or l as in fiction, conviction, selection, navigation etc.

4. Medially n hook is not employed in some cases in order to maintain the straightness of the stroke (plenty, brandy, branch)

PRINCIPLE OF LINEALITY: The object of this principle is to avoid too much of deviation from the line of writing.

RULES :

1. Phraseograms must be lineal in form. Such combinations as 'I think it is said that they were', 'time and labour saving devices' are fatal to speed.

2. R ascends after two downstrokes as in 'tax-gatherer' and descends after two upstrokes as in 'rarer and abhorrer' Similarly sh is written upward after two downstrokes (suspiciously)

SHARP ANGLES: From the phonographic point of view, the term 'angle' means the point of contact between strokes. Legibility is secured by the formation of a clear-cut angle.

RULES :

1. R is written upward when it is immediately followed by t, d, ch, j, th, TH, s or z. After th it is always written upward.

2. l is written upward before a downstroke (allowed, lobby)

3. fr, vr, thr, THR are written according to the direction of the straight strokes for the sake of an angle (verbal, verdict, throb, average etc.)

4. The left motion observed in joining t or d with fr-vr and the right motion in joining t or d with thr-THR secures legibility by the formation of an angle (afraid, dethrone)

VOWEL INDICATION: The purpose of this principle is to determine whether a vowel precedes or follows a stroke when vowels are omitted. (For detailed notes vide Miscellaneous topics No. L)

SIMILAR MOTION: The observance of this principle is to safeguard legibility and facility in writing.

RULES:

1. R bends before M (army)

2. L is written downward after n or ng
(manly wrongly)

3. Sh is written upward when joined to f–v (fish sheaf) Sh is written upward or downward according to the motion of n hook
(heathenish replenish)

4. Fr, vr, thr, THR are written in the motion of the curves (frame thermal) Fr-vr is written according to the motion of hook r or hook l attached to straight strokes (fragrance vertical)

5. The prefix in- is written in the motion of the circle attached to tr, kr and upward h (inhabitant, instrument, inscribe)

FORWARD MOVEMENT: This movement is quicker than backward movement and it is the continuation of the direction in which the first stroke is written.

RULES :

1. R is written upward when joined to any straight upstroke (aware, yore, rehearser)

2. In 'mark, bark and park' upward r is written.

3. In 'bishop and patience' upward sh is preferred as the movement is forward.

4. The shun hook is always written on the right hand side of simple t, d and j.

DERIVATION : In forming derivative and compound words, the outline of the root word is generally retained.

RULES:

1. R is written downward before M. But the rule is not observed in 'countrymen' for obvious reasons.

2. Sh is written upward before L as in 'shell' But in shyly it is written downward in order to preserve the primitive outline.

JUXTAPOSITION : The strokes are disjoined for legibility, compactness and convenience.

RULES :

1. When representing the suffixes -ality, arity, mental, logical-ly, fulness and lessness-lousness

2. When representing medial com-con- or cog- and other prefixes such as magna, magni and accom)

3. When the point of contact is not evident by the joining of two unequal or half length strokes (Indebtedness, south-east, chit chat, oldish, mildness etc.)

4. When awkward, illegible or impossible joinings result by the joining of strokes (steadfastly, friendliness, gentleman-like standstill, constitutionality etc.)

DISTINCTION: In view of the fact that the system is built for speed and legibility, special precautions are necessary in representing the words having the same consonantal structure such as exercise-exorcise, poor-pure, dear-deer, alchohol-alkali, statistical-statistically etc.

VOCALIZATION : (For detailed notes on this subject, please refer to Miscellaneous topics No. L)

AVOIDANCE OF AWKWARD OUTLINES: The rules are sometimes violated for the purpose of obtaining convenient and facile outlines thus :

In the word 'stationery' both the circle and shun hook are written on the same side.

In the word 'sternmost' it is not possible to retain the primitive outline.

In 'ornament' and its derivatives upward r hooked for n is employed. Similarly in 'London' and its derivatives, downward L is employed for the sake of convenience.

(P)
INTERSECTIONS

Intersections are one of the principal methods of constructing Advanced Phraseograms, which are valuable aids to rapid writing. They are formed by writing one stroke through another. The expedient of intersecting a stroke is one of the precious features of Pitman's Shorthand and it affords a simple and convenient method of securing brief, clear-cut and unmistakable outlines, which cannot be obtained by any other means. Its application is found in all kinds of phraseology such as business. political, social and economic etc., and its scope may be enlarged to any extent in accordance with individual requirements. Since its application is based on individual requirements, certain element of arbitrariness must necessarily occur in its composition.

Intersections are of two kinds :

They are (1) General (2) Special

In the case of general intersection, each stroke of the alphabet is given a certain signification when intersected. For example : P is used for PARTY in reporting a political speech. In the case of Special Intersection the same stroke P is used for POLICY in reporting a matter concerning Insurance. The stroke representing D is generally used for DEPARTMENT; but, in a legal office, it is used for DOCUMENT and in a Stockbroker's Office, it is used for DEBENTURE and so on.

ESSENTIAL POINTS

1. The Intersection must be used only in respect of frequently occurring words.

2. The intersecting stroke must be capable of filling the gaps caused by the omissions of minor consonants and words even without reference to the context.

3. In improvising intersections, the intersecting stroke must be generally the stroke of the initial consonant of the word for which the intersection is thought of e. g., Human body Tick Hm with N hook cut by B)

4. Intersections may conveniently be employed in the case of words having their opposites, thus, Supply and demand (Circle s, Pl cut by D)

5. When the positive and the negative words occur together, like consciously or unconsciously, Official and non-official etc., the positive may be intersected by the negative beginning with N.

6. As regards the position, the intersecting stroke must be raised or lowered so as to permit the following outline being written in its respective position, thus Party leaders (P through the line)

The following are the cases in which Intersections are not employed :

1. Intersections should not be employed when facility of joining could be secured conveniently even without its application e. g., Last month (L, st loop, m, stroke N and ith) Similarly, per month, three months etc.

2. The interesting stroke must be joined wherever possible, thus, business man (B circle s and mn hook) ; next month (N, circle s and ith) etc.

3. Where intersection is impracticable, the stroke should be written in close proximity to another; thus Bank Bills (B disjoined) to draw the attention (T disjoined) etc,

Explodents used as Intersections

Explodents : P B T D Ch J K G

P is used for	Party	Garden Party
	Policy	Insurance policy
	Payable	Bills payable on demand
	Power	By all means in (my, our, their) power
	Purpose	Unity of purpose
	Period	Considerable period of time
B is used for	Bank	Imperial Bank
	Bill	Second reading of the Bill
	Body	Human body
	Back	Draw back
	Bishop	Bishop of Canterbury
T is used for	Attention	I beg to call attention to the fact
	Tariff	Tariff Reform
	Autonomy	Provincial autonomy
D is used for	Department	Education Department
	Demand	Supply and Demand

Ch is used for	Charge	Free of charge
	Church	Catholic Church
	Children	Women and children
	Chamber	Chamber of Commerce
J is used for	Journal	Weekly Journal
	At large	Public at large
	Judgment	In my humble judgment
K is used for	Council	I beg to call attention of the Council to the fact
	Captain	Captain James
	King-dom	His Majesty the King Kingdom of Heaven and Earth
	Acknowledge	I write to acknowledge the receipt of your letter
	Company	Iron and Steel Co.,
	Capital	Paid up Capital of the Company
G is used for	Government	Government of Bombay
	Governor	Governor of Bihar

Liquids: R and L

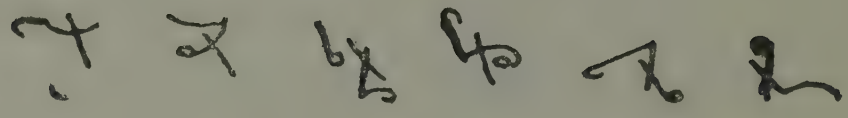
R (Upward)	is used for	Require-d-ment Your requirements
	Railway	Railway officials
	Report	Annual report
	Recollect-ion	I cannot recollect To the best of my recollection
	Relief	Famine relief
	Room	Reading Room
	Reference	Terms of reference

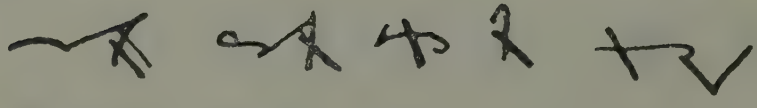
. (Downward)	Arrange-d-ment	Necessary arrangements
	Argument	For the sake of argument

lasals: M, N and Ng

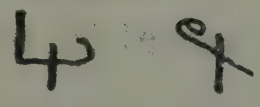
M is used for	Mark-ed	Ear-marked, As a mark of respect
	Manager	General Manager
	Major	Major Lawrence
	Market	Share market
	Morning	This morning
	Time	For a considerable period of time
N is used for	Enquire-d-y Inquire-d-y	Further enquiry
	National	National debt
Ng: is used for	Angle	Angle of vision
	Meaning	correct meaning
r is used for	Form-ed	In some other form
	effect	Salutary effect
	favour-ed	Kindly favour us
		Most favoured nation
	Forth	Set forth
v is used for	Value Valuation	Value payable post Quinquinnial valuation

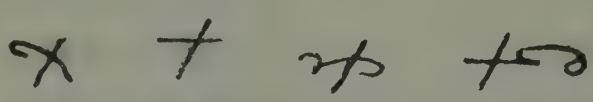
Outlines for the Illustrative words:

P 

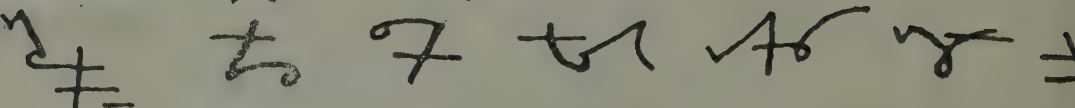
B 

T

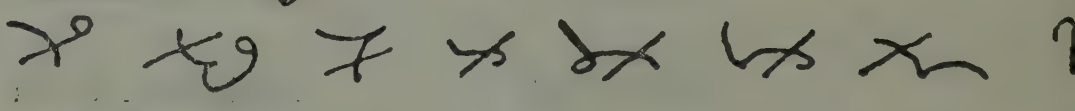
D 

Ch 

J

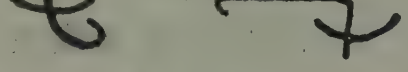
K 

G

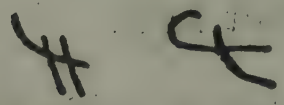
R(u)p 

R(down)

M

Ng 

F

V 

Questions :

1: What are Intersections ?

2. How many kinds of intersections are there ? Give examples.

3. What are the essential points to be observed in forming General Intersections ? Give examples. State exceptions, if any.

4. What significance is given to the Explodents in Intersection ?

5. How are F and V utilized in intersections ?

6. What are the words denoted by intersecting D, K, L and V ?

7. Give six examples of intersections employed as Special Contractions.

List of Logograms (Arranged Alphabetically)

a, an

advantage

and

are

as

balance

because

be

been

behalf

belief-ve-d

beyond

building

but

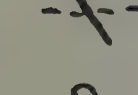
call

called

can

cannot

care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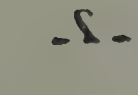
chair

chaired


cheer

cheered

child

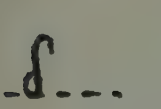
circumstance

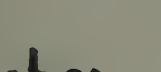
cold

come

dear

deliver-ed-y

 deliverance

 different-ce

difficult

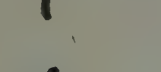
do

Dr.

during

first

for

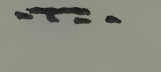
 from

general-ly

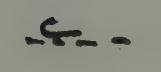
generalization

gentleman

gentlemen

 give-n

go

 gold

great

guard

had

hand

has

have

he

him

himself

his

hour, our

how

however

important-ce

impossible

improve-d-ment

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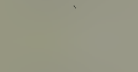 information

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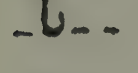 instruction

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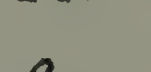 larger

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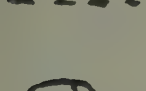 most

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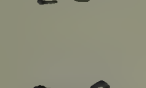 oh ! owe

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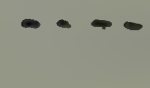 our

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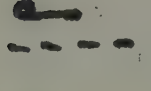
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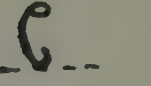
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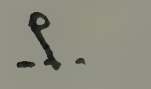
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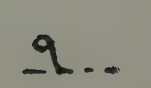
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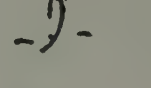
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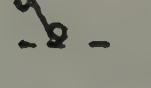
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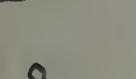 those

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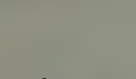 too, two

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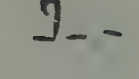 tried

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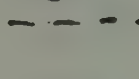 what

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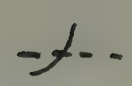
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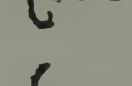
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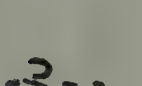
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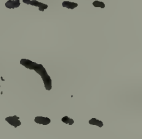
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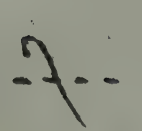
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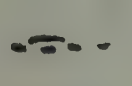
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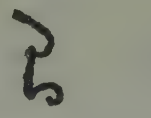
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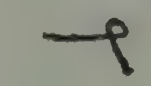
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Contractions : Special

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commercial-ly

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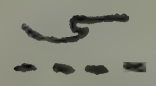
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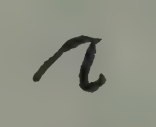
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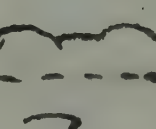
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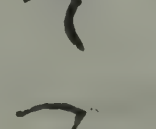
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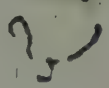
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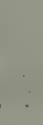
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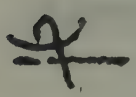 unprincipled

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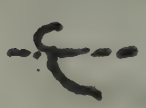 whenever

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TEST PAEPERS ON

THE PRINCIPLES OF PHONOGRAPHY

No. 1

1. Point out the deficiencies of the English Alphabets and account for the superiority of the Phonetic Alphabets.

2. What is Phonography ?

3. Enumerate the essential characteristics of the Phonetic Alphabets.

4. What are the rules to be observed for the joining of the strokes ?

5. "The Pitmanic Alphabets" in the words of Max Muller, "comprehend the 36 broad typical sounds of the English language and assign to each a definite sign". Examine the statement.

6. Construct the outlines for the following :

   (a) Plantagenot impalpable Moharam oppositionist oyster-shell sorcerer unshackle unvarnished eye-sore.

   (b) Devise suitable phraseograms for the following: Statement of Account, South Africa, Northern and Southern, Verdict of the Plaintiff, I have the honour to be.

No. 2

1. How are the Simple and Compound vowels indicated ? Illustrate your answer.

2. Explain the terms "Place" and "Position" and show the relation between the two. What is it that governs the position of an outline ?

3. State the rules of Position Writing.

4. Determine the positions of the following strokes :
   (a) Horizontal stroke
   (b) Horizontal stroke followed by an upstroke
   (c) Horizontal stroke followed by a downstroke
   (d) Double-length downstroke
   (e) Double-length upstroke

5. Discuss the utility of Position Writing.

6. Write the outlines for the following giving reasons for the choice of your outlines :

   (a) Unvarnished veterinary judicial dwarfed Ground-plot ancestral assortment Churchwarden birth-right lukewarm nationhood whirlpool free-thinker castor-oil newsmonger constitutionality Locality deity magnesium adventured

   (b) Devise suitable phraseograms for the following :
   As a matter of fact Leader of the House
   From time to time On the other hand

On the contrary	In a day or two
Once upon a time	Out of the question
Bowels of the earth	Please let me know

No. 3

1. Prepare brief notes on the following :
   Monosyllabic Diphthongs
   Dissyllabic Diphthongs
   Consonantal Diphthongs
   "W" series of Diphthongs
2. What is the part played by the dots, dashes and semicircles in Phonography ?
3. Point out the cases in which the small and large circles are not employed. Give suitable examples.
4. How is thc circle written when it occurs between two Strokes ? Illustrate your answer.
5. Point out the similarity existing between the initial and final hooks with special reference to their (1) directions and (2) their attachments to circles and loops.
6. Write the outlines for the following :
   (a) unfurled requisitioned perpetuated indebtedness multitudinous eastward separatist dwarfed agent deplorer
   (b) Construct phraseograms for the following : North pole, no worse than, it is doubtful, whether it is, up to the time of writing, we trust that you will find, at your earliest convenience

No. 4

1. When are the vowel signs omitted and what methods are employed to identify the omitted vowel signs ?

2. Write the following words in shorthand and quote in the case of each the rule under which you use the right or left curve : average recover dethrone free-thinker enfranchisement

3. Distinguish between Compound Consonants and Double Consonants. Give a short description of the Compound Consonants.

4. State the rules for the non-use of lr, rr, mp-mb.

5. What limitations are prescribed for doubling the straight and curved strokes ?

6. Construct outlines for the following and explain briefly the principles governing their formation : Shiftless tuitionery judicial mother-in-law ornamentation valour vulgar forfeiture percentage pedantic.

No. 5

1. Set out the rules for halving m, n, l and r.

2. How are the following employed in phraseopraphy?
   Initial and final hooks
   St loop
   Halving and Doubling Principles.
   Illustrate your answer.

3. Mention half-a-dozen different cases in which the strokes are disjoined and assign proper reasons.

4. Distinguish between :

   Consonants and Vowels

   Phraseography and Phraseogram

   Grammalogues and Logograms

   Prefixes and Suffixes

5. What do you mean by Intervening Vowels ? How are they represented ?

6. Criticize the following outlines andgive their correct forms :

Fertility	Left hand fr and t disjoined
Lineality	l, n hook, upward l and t
Defied	D, stroke f and d
Confronted	Con dot, Left-hand fr, stroke n and t halved
Barometer	B, downward r and m doubled
Error	Downward r thickened
Syllable	Circle s, double l and b hooked
Turkey-cock	Tr, k, k and k (trebled)

No. 6

1. Explain the rules governing the use of Downward, H, Dot H and tick H.

2. How would you write the words ending in ses, nism and st ?

3. Construct a circle with any convenient radius and show the different angles and directions of the strokes. Classify such strokes in a tabular form.

4. Write the derivatives of the following words in shorthand and vocalize the same:
   Continue allow possess

5. Write the horizontal stroke representing the light sound and form as many words as you can out of the stroke to illustrate the various topics covered in the Manual.

6. Construct the outlines for the following:
   Rehearsal sensationalism exercise chauffeur murderess
   hereditary giant metalled tarataric amendment
   mentionable standardization pamphleeteer tortured.
   Judge and jury, In the House of Commons, four or five.
   I think you will own, What you can do, In the past week.

No. 7

1. Give six examples in which the rules are violated for the sake of distinction.

2. Write the nasal signs and explodents and give their abbreviated forms, if any, with examples.

3. Mention the general principles governing the selection of outlines.

4. What are the limitations to the halving of mp and ng? Illustrate your answer.

5. In what cases is Sh written upward?

6. Write the following in shorthand:
   Jerusalem martyrdom coldest star-fish.
   terseness discernment firmer rehearser
   post-haste downhearted Howell stampede

No. 8

1. When may p, t, r, n, k, g, be omitted? Give three examples for each.

2. Give three examples in which Logograms are used as prefixes and three in which they are used as suffixes.

3. In how many ways is the Aspirate expressed? Illustrate your answer. Write the shorthand outlines of two words in which the aspirate occurs initially and two in which it occurs medially.

4. In what cases is the shun hook written always on the right-hand side and why?

5. Speed and Legibility are the two essentials of any system of shorthand. How does Phonography help the acquisition of speed in shorthand? Name the several methods employed to secure legibility.

6. Construct the outlines for the following and put in parenthesis the consonants that are omitted:
   Postage stamp, very pleased indeed, in like

manner, foundation stone, industrial life, Monday evening, personal relations, fellow citizens, income and expenditure.

No. 9

1. Shun hook is described as a 'Misanthropical Hook'. Justify the name.
2. Criticize or justify the statement "R ascends when a vowel follows and descends when it precedes".
3. What Prefixes and Suffixes are provided for in Pitman's Shorthand ? Briefly explain the use and the non-use of any three of them.
4. A final vowel requires a final stroke. Show how this rule is observed throughout the system.
5. The small circle added to the hook n attached to curves represents the sound of z. Where the light sound of ns follows a curve, it is expressed by a stroke and a circle. What is the effect of this rule and why is it not applied to the sounds of ns or nz following a straight stroke ?
6. Give correct shorhand outlines for the following words and briefly quote the salient rules governing their formation :

qualitative queer languish horsewhip
scholarly purer impugned mobile imponderable
imbued Ash-Wednesday twitter council-board
post-mortem test-paper fondest salutory
round-house colloquial polytechnic equality
suzerainty murderous imponderous impetuously

No. 10

1. Write short notes on Fl and Shl.
2. Criticize or justify the following :
   "It would be easily possible to compile rules that would admit of no exceptions, but the resulting outline would be at once useless for practical purposes"

3. Shorthand is merely a mechanical Art having no educative value. Express your opinion on the proposition giving proper reasons in support of your view.

4. Write the following in shorthand :
   penalty compatibility asperity temerity personality morality accessibility disparity metaphor tortuous punctuator editor poorhouse farthest heroine emphatic annihilation legendary belligerent patch-work perspire disturbed avowedly inherently analogy upholstery forget-me-not widowhood

5. Explain the following Principles :
   Principle of Vowel Indication
   Principle of Similar Motion
   Lineality

6. How are the following Vowels represented in Phonography ?
   (1) Single Vowels (2) Double Vowels (3) Triple Vowels (4) Intervening Vowels (5) Implied Vowels.

AN AMUSING EXERCISE ON SHUN

(FROM A GENTLEMAN TO A LADY)

My dear Madam,

Most worthy of admiration, after long consideration and much meditation on the great reputation you possess in the nation I have great inclination to become your relation.

On your approbation of the declaration I shall make preparation to remove my situation to a more convenient station, to profess my admiration of such oblation, which will be an aggrandization beyond all calculation of the joy and consolation.

Yours truly,
Sans Dissimulation.

(HER REPLY)

My Dear Sir,

I perused your oration with much deliberation at the great infatuation of your imagination to show much veneration on so slight a foundation. But after examination and much serious consideration, I suppose your animation was the fruit of recreation or had sprung from ostentation to display your education by an added numeration or rather multiplication of words of the same termination though of great variation each of respective signification. Now without disputation, your laborious application is so tedious of occupation which deserves commendation and thinking imitation and sufficient gratification.

I am, without hesitation,
Ami Moderation.

SHORTHAND PUZZLES

"TELL ME WHAT I AM"

[By K. Seetharamarao]

Oh ! Supreme Art of Shorthand
Thou hast created a mighty band
Of reporters trained in Soundhand
Playing wonders in this land.

As thou art phonetic
Thy strokes are rendered magnetic
Thy pairs of strokes eight in all
Attract at once one and all.

Dear Readers ! Think your way to solve
On such twins let thy thoughts revolve
My strokes do burst with force and noice
When leaping out of Master's Voice.

Halving without the twins futile
Saying the past seldom facile
Before and after the nasal strokes
Occur the thick and the thin strokes.

Curves mounting up and dipping under
Follow a horizontal circled under
Disciples of the Noble Art
Forget not the final part.

Thy worth is due to the gift of God
Thou can'st say this good or bad
This is what doth comc from me
What I am you please tell me.

Answer : **Discriminate**

No. 2

That all the curves have a downward course
Is true of Pitman's Strokes
To me the rule doth never apply
Try and tell me what I am.

Downward am I truly bound
When vowel is the initial sound
Succeeded by a stroke like M
Try and tell me what I am.

I precede the triple curves
Horizontals of equal size
First and last are just the same
Try and tell me what I am.

Answer : **Al ium**

No. 3

A liquid stroke in downward motion
Gently runs with similar motion
Lies a thick stroke upright behind
And twice circled N beyond.

That's all what thou behold'st in me
Sit nor stand but seek for me
Like Fancy's Child, let fancies free
Fain would I offer tip to thee.

"Much Ado About Nothing"
And "As You Like It" together sing
My syllable first connotes "trouble"
To single age relates my whole.

Answer : **Adolescence**

No. 4

In V shaped form twice I move
With simple strokes in number five
The final sound is K in me
What I am you just tell me.

Inverted if the form mine
Behold the sudden change of sign
I look like simple letter M
Try and tell me what I am.

I am a word of letters eight
Denotes a savage life to fight
Oh ! I wonder at my form
Tell me straight and mean no harm.

Answer : **Barbaric**

No. 5

Double curves of equal size
Go across and fall and rise
The strokes move with rapid strides
Even when they change their sides.

I'm of varied shape and hue
A poor creature to die is true
The dishes are amply filled by me
What I am you please tell me.

In waters wind about and dance
"I slip, I slide, I gloom, I glance"
I'm made of letters four
When ashore I'm no more.

Answer : **Fisq**

ANOTHER EXPERT OPINION

"This is a splendid attempt indeed and I have very much liked going through it. The preliminary advice is a symposium of all that could be said on the subject of speed attainment. Chapter I is an effective aid in preparation for the better part of the paper on Principles. The alphabetical chart at page 4 excels in clarity the chart given in Pitman's Instructor. The lessons themselves are a clear elucidation of the many principles of Pitman's Shorthand".

Sri S. G. Narasimhaiya,
Retd. Asst. Secretary to Government.

WHAT THE "STENOGRAPHER" (CALCUTTA) SAYS:

"THE RAPID SHORTHAND READER attempts to place before the Indian students a small volume presenting the Principles of Phonography in a syllogistic process and should help as a supplementary textbook for students. The exercises are carefully compiled in strict conformity with the principles enunciated in the different chapters and are replete with illustrations. The shorthand outlines are artistically drawn up and exhibt a high standard of attainment. A chapter is devoted for questions on the Principles of Phonography, which is of special interest to students. The book is the result of prolonged critical examination of the art of Pitman's Shorthand and symptomatic of what an ardent expositionist can do. We recommend this small volume to shorthand schools in India".